

Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office
City of Mandaluyong

Citizen's Charter Handbook 2022 1st Edition



SAMA-SAMA SA PAG **SULONG** NG
EduKALIDAD

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FOREWORD

The Department of Education – Schools Division Office of Mandaluyong city, as one of the National Government Agencies whose mandate is to formulate, implement and coordinate policies, plans, programs, and projects in the areas of formal and non-formal basic education.

It supervises 24 elementary and secondary education institutions, including alternative learning systems, both public and private, and provides for the establishment and maintenance of a complete, adequate, and integrated system of basic education relevant to the goals of the national development.

In view of R.A. 11032 requiring all government agencies to have a Citizen's Charter, the different offices have worked together to craft its own Citizen's Charter with the aim to communicate the service standards of the external and internal services that we provide to our clients.

**DR. ROMELA M. CRUZ, CESO VI
Schools Division Superintendent**

I. Brief History of the Philippine Education System

Education in the Philippines has undergone several stages of development from the pre-Spanish times to the present. In meeting the needs of the society, education serves as a focus of emphases/priorities of the leadership at certain periods/epochs in our national journey as a race.

Table 1. Evolution of the Official Name of Department of Education and Its Titular Head

Year	Official Name of Department	Office Titular Head	Legal Bases
1898	Department Secretaryship of Police and Internal Peace and Order, Justice, Education and Hygiene	Department Secretary	Decree of June 23 1898 of President Emilio Aguinaldo
1901 – 1916	Department of Public Instruction	General Superintendent	Act. No. 74 of the Philippine Commission, Jan. 21, 1901
1916 – 1942	Department of Public Instruction	Secretary	Organic Act Law of 1916 (Jones Law)
1942 – 1944	Department of Education, Health and Public Welfare	Commissioner	Renamed by the Japanese Executive Commission, June 11, 1942
1944	Department of Education, Health and Public Welfare	Minister	Renamed by Japanese Sponsored Philippine Republic
1944	Department of Public Instruction	Secretary	Renamed by Japanese Sponsored Philippine Republic
1945 – 1946	Department of Public Instruction and Information	Secretary	Renamed by the Commonwealth Government
1946 – 1947	Department of Instruction	Secretary	Renamed by the Commonwealth Government
1947 – 1975	Department of Education	Secretary	E.O. No. 94 October 1947 (Reorganization Act of 1947)
1975 – 1978	Department of Education and Culture	Secretary	Proc. No. 1081, September 24, 1972
1978 – 1984	Ministry of Education and Culture	Minister	P.D. No. 1397, June 2, 1978

1984 – 1986	Ministry of Education, Culture and Sports	Minister	Education Act of 1982
1987 – 1994	Department of Education, Culture and Sports	Secretary	E.O. No. 117. January 30, 1987
1994 – 2001	Department of Education, Culture and Sports	Secretary	RA 7722 and RA 7796, 1994 Trifocalization of Education Management
2001 - present	Department of Education	Secretary	RA 9155, August 2001 (Governance of Basic Education Act)

In 1947, by virtue of Executive Order No. 94, the Department of Instruction was changed to the Department of Education. During this period, the regulation and supervision of public and private schools belonged to the Bureau of Public and Private Schools.

In 1972, it became the Department of Education and Culture by virtue of Proclamation 1081 and the Ministry of Education and Culture in 1978 by virtue of P.D. No. 1397. Thirteen regional offices were created and major organizational changes were implemented in the educational system.

The Education Act of 1982 created the Ministry of Education, Culture and Sports which later became the Department of Education, Culture and Sports in 1987 by virtue of Executive Order No. 117. The structure of DECS as embodied in EO No. 117 has practically remained unchanged until 1994 when the Commission on Higher Education (CHED), and 1995 when the Technical Education and Skills Development Authority (TESDA) were established to supervise tertiary degree programs and non-degree technical-vocational programs, respectively.

The Congressional Commission on Education (EDCOM) report provided the impetus for Congress to pass RA 7722 and RA 7796 in 1994 creating the Commission on Higher Education (CHED) and the Technical Education and Skills Development Authority (TESDA), respectively.

The trifocal education system refocused DECS' mandate to basic education which covers elementary, secondary and non-formal education, including culture and sports. TESDA now administers the post-secondary, middle-level manpower training and development while CHED is responsible for higher education.

In August 2001, Republic Act 9155, otherwise called the Governance of Basic Education Act, was passed transforming the name of the Department of Education, Culture and Sports (DECS) to the Department of Education (DepEd) and redefining the role of field offices (regional offices, division offices, district offices and schools). RA 9155 provides the overall framework for (i) school head empowerment by strengthening their leadership roles and (ii) school-based management within the context of transparency and local accountability. The goal of basic education is to provide the school age population and young

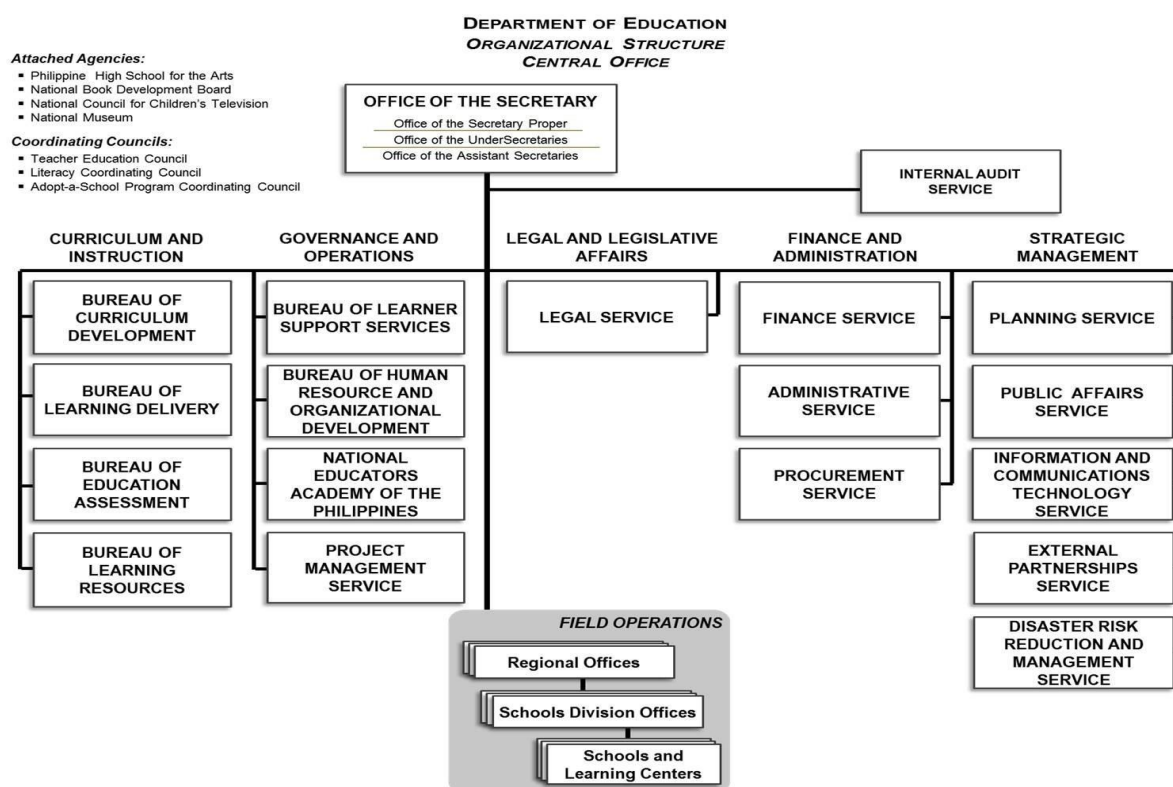
adults with skills, knowledge, and values to become caring, self-reliant, productive and patriotic citizens.

II. DepEd Management Structure

To carry out its mandates and objectives, the Department is organized into two major structural components. The Central Office maintains the overall administration of basic education at the national level. The Field Offices are responsible for the regional and local coordination and administration of the Department's mandate.

In 2015, the Department underwent a restructuring of its office functions and staffing. The result of which was the Rationalization Plan for the new organizational structure. Details of the new structure are further explained in DepEd Order No. 52, series 2015 also known as the New Organizational Structures of the Central, Regional, and Schools Division Offices of the Department of Education.

Figure 1. DepEd Organizational Structure per DO. 52 s, 2015



Following the Rationalization Plan structure, the Office of the Secretary (OSEC) at the Central Office oversee and manages five (5) different strands and supported by bureaus, services, and divisions. DepEd operates with nine (9) Undersecretaries and five (5) Assistant Secretaries in the following areas:

- Curriculum and Instruction
- Finance and Administration
- Governance and Operations
- Legal and Legislative Affairs
- Strategic Management
- Field Operations

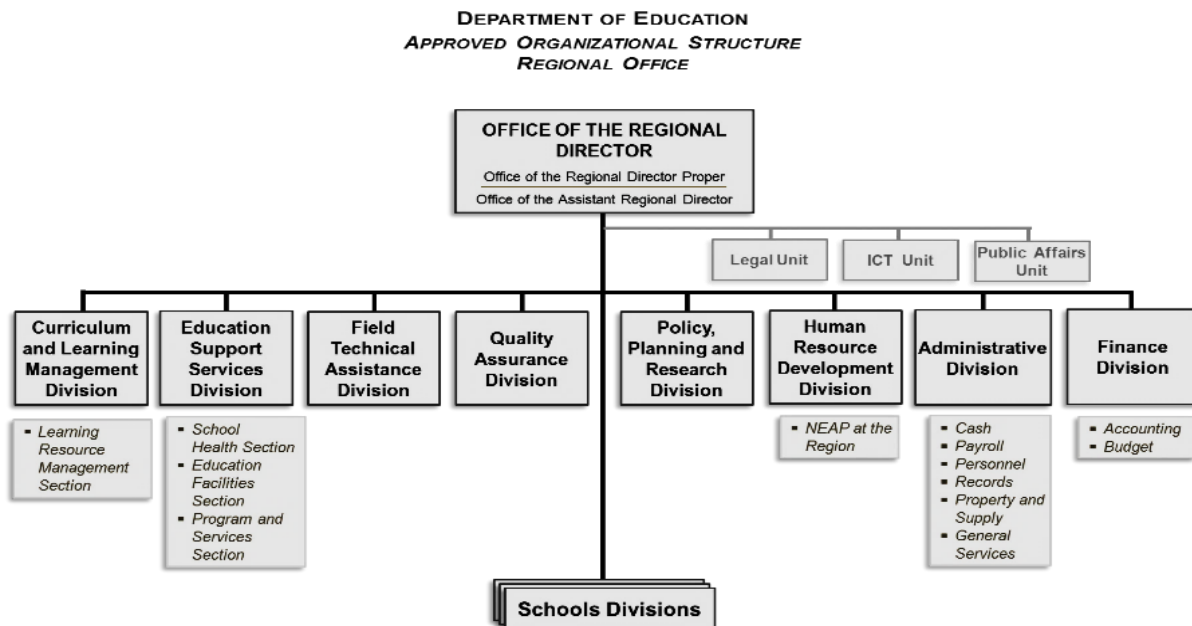
Five (5) attached agencies:

- Early Childhood Care and Development (ECCD) Council
- National Book Development Board (NBDB)
- National Council for Children’s Television (NCCT)
- National Museum
- Philippine High School for the Arts

Three (3) coordinating councils:

- Adopt-a-School Program (ASP) Coordinating Council
- Literacy Coordinating Council (LCC)
- Teacher Education Council (TEC)
-

Figure 2. DepEd Organizational Structure per DO. 52 s, 2015
REGIONAL OFFICE

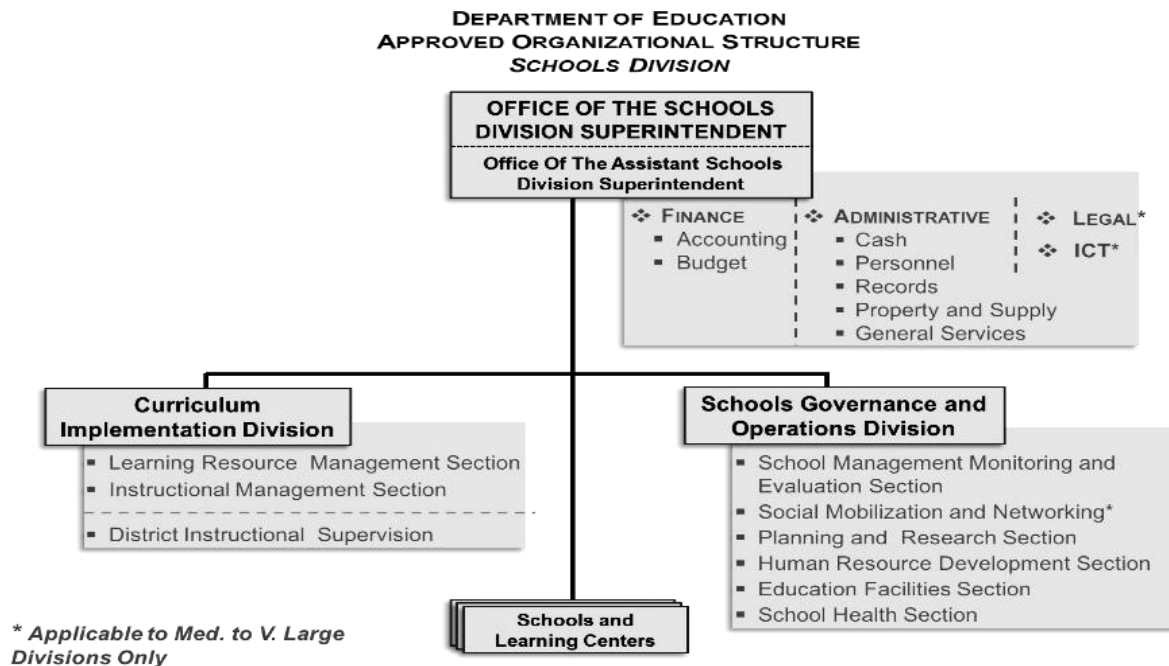


At the sub-national level, the Field Offices consist of the following:

- Seventeen (17) Regional Offices including the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM*), each headed by a Regional Director (a Regional Secretary in the case of BARMM).

- Two hundred twenty-three (223) Provincial and City Schools Divisions Offices, each headed by a Schools Division Superintendent.

**Figure 3. DepEd Organizational Structure per DO. 52 s, 2015
SCHOOLS DIVISION OFFICE**



Under the supervision of the Schools Division Offices are 61,916 schools, broken down into Curricular Offering below. Note that data were official based on School Year 2019-2020.

- 44, 916 elementary schools
- 1,824 Junior high schools
- 1,420 Senior high schools
- 7,400 JHS with SHS
- 2,969 Elementary School and Junior High School
- 3,394 All Offerings

III. Mandate:

The Department of Education was established through the Education Decree of 1863 as the Superior Commission of Primary Instruction under a Chairman. The Education agency underwent many reorganization efforts in the

20th century in order to better define its purpose vis a vis the changing administrations and charters. The present-day Department of Education's mandate was established through Republic Act 9155, otherwise known as the Governance of Basic Education Act of 2001.

The aforementioned RA substantially provides that the Department of Education (DepEd) formulates, implements, and coordinates policies, plans, programs and projects in the areas of formal and non-formal basic education. It supervises all elementary and secondary education institutions, including alternative learning systems, both public and private; and provides for the establishment and maintenance of a complete, adequate, and integrated system of basic education relevant to the goals of national development.

IV. Vision:

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to nation building.

As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

V. Mission:

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

- a. Students learn in a child-friendly, gender-sensitive, safe, and motivating environment. Teachers facilitate learning and constantly nurture every learner.
- b. Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen.
- c. Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

VI. Service Pledge:

The Department of Education is committed to providing learners with quality basic education that is accessible, inclusive, and liberating through:

- Proactive leadership
- Shared governance
- Evidence-based policies, standards, and programs
- A responsive and relevant curriculum
- Highly competent and committed officials, and teaching and non-teaching personnel
- An enabling learning environment

LIST OF SERVICES

Accounting

1. Liquidation of Cash Advances
2. Processing of Disbursement Vouchers

Budget

1. Budget Monitoring and Reporting in the Unified Reporting System of DBM (On-Line Reporting of Actual Budget Utilization)
2. Budget Monitoring and Reporting of Monthly Flash Report of Actual Budget Utilization
3. Budget Monitoring and Reporting of Quarterly Budgetary & Financial Accountability Reports (BFARs)
4. Budget Preparation for Annual Appropriation for the Succeeding Year
5. Posting/Updating of Disbursement
6. Processing of Allotment for Seminar, Workshop, Activity or Training (ORS MOOE)
7. Processing of Obligation Request Status for Payment of Personnel Services (PS)
8. Submission of Budget Execution Document No. 1 Physical and Financial Plan

Cash

1. Handling of Cash Advances
2. Issuance of Official Receipt
3. Liquidation of Disbursed Funds

Curriculum Implementation Division

1. Access to LRMDs Portal and Division CIDigital LR Portal
2. Alternative Learning System Enrolment
3. Borrowing and Returning of Books from and to the School Library
4. Borrowing Procedures for Books and other Materials Over Night
5. Program Work Flow of Submission of Contextualized Learning Resources
6. Quality Assurance of Supplementary Learning Resources

General Services

1. Housekeeping and Maintenance
2. Motor Vehicle Management and Maintenance Services
3. Provision for Service Vehicle
4. Use of Facilities and Equipment
5. Workplace Safety and Security

ICT

1. Troubleshooting of ICT Equipment
2. Uploading of Publications
3. User Account Management for Centrally Managed Systems

Legal

1. Filing of Complaints
2. Issuance of Certificate of No Pending Case for Non-Teaching Personnel
3. Request for Correction of Entries in the School Records

Personnel

1. Application for ERF (Equivalent Record Form)
2. Application for Leave
3. Application for Permit to Teach
4. Application for Reinstatement from Leave
5. Application for Retirement
6. Application for Sabbatical/Study Leave
7. Foreign Travel Authority Request on Official Time or Official Business
8. Issuance of Certificate of Employment
9. Issuance of Certification of PhilHealth Remittances
10. Issuance of Service Record
11. Loan Approval and Verification
12. Processing of Application (New Teacher-Applicants)
13. Processing of Application (Non-Teaching Related)
14. Processing of Appointment (Original, Reemployment, Reappointment, Promotion and Transfer)
15. Processing of Terminal Leave Benefits
16. Request for Correction of Name and Change of Status
17. Submission of Employment Application (Non-Teaching-related)
18. Submission of Employment Application (Teaching-related)

19. Submission of Employment Application for Teacher I Position
20. Submission of Supplementary Payroll

Public Affairs

1. Public Affairs

Quality Management System

1. Control of Documented Information
2. Handling of Client Satisfaction
3. Handling of Non Conforming Services
4. Internal Quality Audit
5. Management Review
6. Risk Management

Records

1. Certification, Authentication and Verification of School Records
2. Issuance of Requested Documents (CTC and Photocopy of Documents)
3. Issuance of Requested Documents (Non-CTC)
4. Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy
5. Issuance of School Forms, Certifications, and other School Permanent Records
6. Receiving and Releasing of Incoming and Outgoing Communication
7. Records Disposal
8. Records Management System

SGOD

1. Enrollment (Default)
2. Enrollment (Online)
3. Request for Basic Education Data (External Stakeholder)
4. Request for Basic Education Data (Internal Stakeholder)
5. Request for Data for EBEIS/LIS/NAT and Performance Indicators
6. School Learning and Development

Supply and Property

1. Acceptance and Distribution of Textbook, Supplies and Equipment

2. Distribution of Printed Self-Learning Modules in Distance Learning Modality
3. Laboratory and School Inventory
4. Property and Equipment Clearance Signing
5. Requisition and Issuance of Supplies



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 24, 2021

OFFICE MEMORANDUM

No. 09-44, s. 2021

**DEPLOYMENT OF FIN-SOP-009 REVISION 01
 TITLED AS LIQUIDATION OF CASH ADVANCES**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Liquidation of Cash Advances
Document No.	FIN-SOP-009
Revision:	01
Effective Date:	September 27, 2021
Process Owner:	Krizel A. Tayag

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/September 24, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Liquidation of Cash Advances	Document No.:	FIN-SOP-009
Objective:	To establish a system to monitor the submission of cash advance liquidations by non-implementing units as well as the checking and submission of the same to the Resident COA Auditor	Revision:	01
		Effective Date:	September 27, 2021
EODB Classification:	<input type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input checked="" type="checkbox"/> Highly Technical 8-20 days	Pages:	3



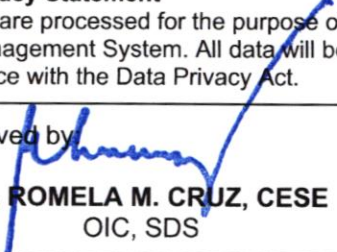
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Disbursement Report folder with supporting documents	Non-Implementing Unit School
Liquidation Report folder with supporting documents	Accountable Officer/Employee

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
<p>1. The Records Section forwards Disbursement Report (DR) submitted by the Non-Implementing Unit school in two (2) copies.</p> <p>The Accountable Officer/Employee submits the Liquidation Report (LR) in two (2) copies</p>	<p>1.1 The assigned Senior Bookkeeper receives the DR/LR, records the date and time and affixes his/her signature in the Pre-Audit Tracking of Disbursement/Liquidation Report (Tracking/Certification Form). DRs/LRs received beyond 5:00 PM shall be considered as submitted the following working day</p> <p>The folder and all its attachments are placed in a bin with UV lights as a safety measure</p>	None	15 minutes	Senior Bookkeeper
	<p>1.2 The Senior Bookkeeper checks, assesses, evaluates, gives feedback on the completeness and accuracy of the required supporting documents based on Government Accounting Manual and COA Circular 2012-001</p>	None	8 days	Senior Bookkeeper
	<p>1.3 If the DR/LR is incomplete or needs compliance, the Accounting Staff indicates the feedback and recommendation in the Pre-Audit Findings/Recommendations Feedback Form</p>	None	10 minutes	Senior Bookkeeper

	1.4 The Feedback Form is communicated to the concerned Non-Implementing Unit school or Accountable Officer/Employee	None	5 minutes	Senior Bookkeeper
2. The Non-Implementing Unit school or Accountable Officer/Employee complies with the pre-audit feedback by personally submitting the lacking documents to the Accounting Unit		None	5 days	Non-implementing Unit School or Accountable Officer/Employee
	2.1 The Senior Bookkeeper re-evaluates submitted requirements for completeness and accuracy. The Accounting Staff gives updated feedback in the "Remarks" column of the Pre-Audit Findings/Recommendations Feedback Form	None	2 days	Senior Bookkeeper
	2.2 If all details are complied, the Senior Bookkeeper enters the data/amount to the Enhanced Financial Reporting System (eFRS). Separate monitoring sheets shall be updated for the following: 1. Semi-Expendable items 2. Taxes withheld If the school concerned failed to comply with the recommendations, the transaction involved and its corresponding amount shall not be considered liquidated	None	10 minutes	Senior Bookkeeper
	2.3 The Senior Bookkeeper forwards the DR/LR to the Division Accountant, records date and time and affixes name/signature in the Pre-Audit Tracking of Disbursement/Liquidation Report (Tracking/Certification Form)	None	3 minutes	Division Accountant
	2.4 The Division Accountant reviews the DR/LR and approves the entry in the eFRS and prints the corresponding Journal Entry Voucher (JEV)	None	1 day	Division Accountant

	2.5 The Accountant then releases the signed DR/LR with JEV and records the date and time and affixes his/her name/signature in the Pre-Audit Tracking of Disbursement/Liquidation Report (Tracking/Certification Form)	None	3 minutes	Division Accountant
	2.6 The Senior Bookkeeper submits the DR/LR to the Office of the Schools Division Superintendent for signature	None	5 minutes	Senior Bookkeeper

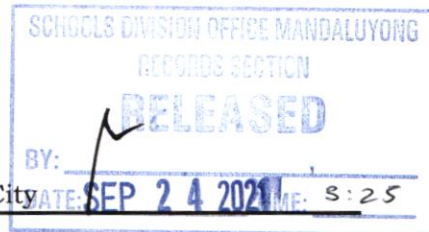
2 steps	10 steps	None	16 days and 51 minutes	
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<p>Prepared by:</p>  <p>KRIZEL A. TAYAG Accountant</p>	<p>Reviewed by:</p>  <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:</p>  <p>DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 24, 2021

OFFICE MEMORANDUM
 No. 09-43, s. 2021

**DEPLOYMENT OF FIN-SOP-008 REVISION 01
 TITLED AS PROCESSING OF DISBURSEMENT VOUCHERS**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Processing of Disbursement Vouchers
Document No.	FIN-SOP-008
Revision:	01
Effective Date:	September 27, 2021
Process Owner:	Krizel A. Tayag

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

Romela M. Cruz

ROMELA M. CRUZ, CESE
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/September 24, 2021



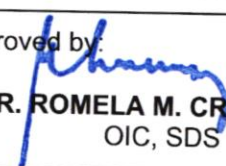


 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> DepEd Citizen's Charter, RA 11032 Ease of Doing Business Act, EO 2, s. 2016 Freedom of Info. Act RA 10173 Data Privacy Act 	
Process Title:	Processing of Disbursement Vouchers	Document No.:	FIN-SOP-008
Objective:	To establish a system of processing Disbursement Vouchers effectively and efficiently to ensure timely delivery of services to the Schools Division Office's clients.	Revision:	01
		Effective Date:	September 27,2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Pages:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Obligation Request and Status (ORS)	Budget Unit
Supporting Documents and Attachments	https://bit.ly/RevisedChecklist

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. The Budget Unit forwards the Obligation Request and Status (ORS) together with the supporting documents and attachments	1.1 The Senior Bookkeeper receives the ORS from the Budget Unit	None	5 minutes	Senior Bookkeeper
	1.2 The Senior Bookkeeper checks for the completeness of the supporting documents as per COA Circular 2012-001	None	30 minutes	Senior Bookkeeper
	1.3 If supporting documents/attachments are incomplete, the Senior Bookkeeper shall return the documents to the party concerned for compliance	None	5 minutes	Senior Bookkeeper
2. The requesting party completes the lacking documents/attachments and resubmits the same to the Accounting Unit	2.1 The Senior Bookkeeper re-checks the completeness of the supporting documents	None	15 minutes	Senior Bookkeeper

	2.2 The Senior Bookkeeper shall then encode and prepare the Disbursement Voucher (DV) in the Enhanced Financial Reporting System (eFRS) in two (2) copies 1. If applicable, withholding tax shall be computed and deducted to the total amount payable	None	5 minutes	Senior Bookkeeper
	2.3 For applicable transactions, the Senior Bookkeeper shall also prepare the List of Due and Demandable Accounts Payable - Authority to Debit Account (LDDAP-ADA) 1. Three (3) copies for creditors enrolled in the Electronic Modified Disbursement System (eMDS) facility of the Land Bank of the Philippines 2. Six (6) copies for creditors not enrolled in the eMDS	None	5 minutes	Senior Bookkeeper
	2.4 The LDDAP-ADA and DV together with the ORS and its supporting documents is forwarded to the Division Accountant for signature	None	3 minutes	Senior Bookkeeper
	2.5 The Division Accountant counter checks the supporting documents for completeness and validity	None	15 minutes	Division Accountant
	2.6 Once checked, the Division Accountant then signs the Box C of the DV and the attached LDDAP-ADA	None	5 minutes	Division Accountant
	2.7 The Division Accountant forwards the signed LDDAP-ADA and DV with all the attachments to the Accounting Staff assigned for releasing documents	None	3 minutes	Division Accountant
	2.8 The Accounting Staff assigned releases the signed documents to the appropriate office concerned for approval and signature on Box A of the DV	None	5 minutes	Accounting Staff
2 steps	11 steps	None	96 minutes	

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Prepared by:  KRIZEL A. TAYAG Accountant	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS	



09/21/21

Republic of the Philippines
Department of Education

National Capital Region
Schools Division Office – Mandaluyong City



**Office of the Schools Division
Superintendent**

September 21, 2021

OFFICE MEMORANDUM
No. 09-23 s, 2021

**DEPLOYMENT OF FIN-SOP-003 REVISION 01 TITLED AS
BUDGET MONITORING AND REPORTING IN THE UNIFIED REPORTING
SYSTEM OF DBM (ON-LINE REPORTING OF ACTUAL BUDGET UTILIZATION)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Officials, OSDS, CID and SGOD
All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Budget Monitoring and Reporting in the Unified Reporting System of DBM (On-line Reporting of Actual Budget Utilization)
Document No.	FIN-SOP-003
Revision:	01
Effective Date:	September 22, 2021
Process Owner:	Ma. Cecilia Z. Tria

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent,
Officer In-Charge
Office of the Schools Division Superintendent


Encl. : As stated
Reference: NONE

To be indicated in the **Perpetual Index**
Under the following subjects:

PROCEDURE

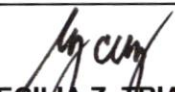

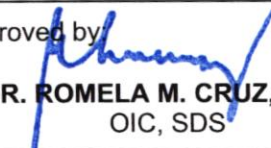
SVO/JDSM/September 21, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Budget Monitoring and Reporting in the Unified Reporting System of DBM (On-Line Reporting of Actual Budget Utilization)	Document No.:	FIN-SOP-003
Objective:	To report the actual Quarterly budget utilization of the Schools Division Office of Mandaluyong	Revision:	01
		Effective Date:	September 22, 2021
EODB Classification:	<input type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input checked="" type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Financial Accountability Report No. 1: Statement of appropriations, allotments, obligations, disbursements and balances by PPA	Budget Unit
Financial Accountability Report No. 1-A: Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures	
Financial Accountability Report No. 1-B: List of allotments and sub-allotments as of the Quarter	

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. DBM requires quarterly submission of data in the Unified Reporting System which is the basis of the Agency Performance Review (APR)	1.1 Encodes and review Quarterly BFARs of Division Proper and ensure the correctness and completeness of the data entries and submission of BFARs of Implementing Units	None	10 days	Budget Officer
	1.2 Informs the Head of the Agency for the Approval and submission of BFARs	None	15 minutes	Budget Officer
	1.3 Informs DBM ICTSS for the migration of reports to the next quarter	None	60 minutes	Budget Officer
1 step	3 steps	None	10 days, 75 min.	

<p style="text-align: center;">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>	<p style="text-align: center;">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
Prepared by:  MA. CECILIA Z. TRIA Budget Officer III	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 21, 2021

OFFICE MEMORANDUM

No. 09-21 s, 2021

**DEPLOYMENT OF FIN-SOP-001 REVISION 01
 TITLED AS BUDGET MONITORING AND REPORTING
 OF MONTHLY FLASH REPORT OF ACTUAL BUDGET UTILIZATION**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Budget Monitoring and Reporting of Monthly Flash Report of Actual Budget Utilization
Document No.	FIN-SOP-001
Revision:	01
Effective Date:	September 22, 2021
Process Owner:	Ma. Cecilia Z. Tria

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/September 21, 2021

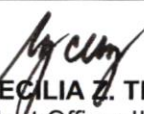

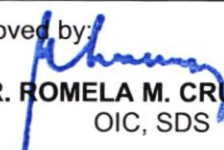


 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> DepEd Citizen's Charter, RA 11032 Ease of Doing Business Act, EO 2, s. 2016 Freedom of Info. Act RA 10173 Data Privacy Act 	
Process Title:	Budget Monitoring and Reporting of Monthly Flash Report of Actual Budget Utilization	Document No.:	FIN-SOP-001
Objective:	To monitor the actual monthly budget utilization of the Schools Division Office of Mandaluyong	Revision:	01
		Effective Date:	September 22, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Summary of Disbursement Voucher (DV)	Accounting Unit
Summary of Report of Advice to Debit Account Issued (RADAI)	Cash Section

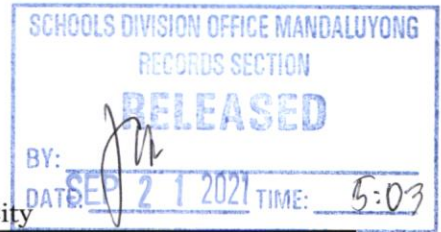
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Accounting Unit and Cash Section forwards summary of Disbursement Vouchers, ADA and RADAI via email (Division Proper) on a regular basis Implementing Units submits Electronic Budget Monitoring System (eBMS) file via email on a regular basis	1.1 Encodes and reviews the Disbursement Vouchers, ADA and RADAI details in the eBMS	None	60 minutes	Budget Staff
	1.2 Checks completeness of data entries	None	30 minutes	Budget Staff
	1.3 Reviews and analyze data entries	None	1 day	Budget Officer
	1.4 Integrates Allotment and Utilization of Division Proper & Implementing Units	None	15 minutes	Budget Officer
	1.5 Consolidates report	None	15 minutes	Budget Officer
	1.6 Submits Consolidator and BMS All Data to DepEd-NCR Budget Unit	None	5 minutes	Budget Officer

	via email			
	1.7 Records the report in the monitoring sheet of NCR	None	30 minutes	Budget Officer
1 step	7 steps	None	1 day, 2 hours and 35 minutes	

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Prepared by:  MA. CECILIA Z. TRIA Budget Officer III	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS	



Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office – Mandaluyong City



September 21, 2021

**Office of the Schools Division
 Superintendent**

OFFICE MEMORANDUM
 No. 09-22 s, 2021

**DEPLOYMENT OF FIN-SOP-002 REVISION 01 TITLED AS
 BUDGET MONITORING AND REPORTING OF QUARTERLY BUDGETARY &
 FINANCIAL ACCOUNTABILITY REPORTS (BFARs)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Budget Monitoring and Reporting of Quarterly Budgetary & Financial Accountability Reports (BFARs)
Document No.	FIN-SOP-002
Revision:	01
Effective Date:	September 22, 2021
Process Owner:	Ma. Cecilia Z. Tria

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent,
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/September 21, 2021

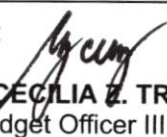

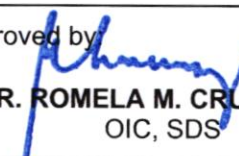


 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Budget Monitoring and Reporting of Quarterly Budgetary & Financial Accountability Reports (BFARs)	Document No.:	FIN-SOP-002
Objective:	To submit and report the actual Quarterly budget utilization of the Schools Division Office of Mandaluyong	Revision:	01
		Effective Date:	September 22, 2021
EODB Classification:	<input type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input checked="" type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Financial Accountability Report No. 1: Consolidated Statement of appropriations, allotments, obligations, disbursements and balances by PPA	Budget Unit
Financial Accountability Report No. 1-A: Consolidated Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures	
Financial Accountability Report No. 1-B: List of allotments and sub-allotments as of the Quarter	
Financial Accountability Report No. 2: Statement of Approved Budget, Utilizations, Disbursements And Balances (COA only)	

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Implementing Units submits Electronic Budget Monitoring System (eBMS) file via email	1.1 Consolidates received files from Implementing Units and forwards to Budget Officer via email	None	15 minutes	Budget Staff
	1.2 Reviews & analyzes data entries in the eBMS of D.O. Proper and Implementing Units and forwards file to DepEd-NCR for verification of accuracy of report	None	16 days	Budget Officer
	1.3 If accepted, Integrates Allotment and Utilization of Division Proper and Implementing Units	None	30 minutes	Budget Officer
	1.4 Consolidates report	None	30 minutes	Budget Officer

	and submits Consolidator and BMS All Data to DepEd NCR Budget Unit via email			
	1.5 Print approved report based on DepEd-NCR's recommendation	None	1 hour	Budget Officer
	1.7 Submits hard copies to Deped-NCR Budget Unit, COA and SDS Office	None	10 minutes	Budget Staff
	1.8 Files copies of the reports	None	5 minutes	Budget Staff
1 step	8 steps	None	16 days, 2 hours and 30 minutes	

<p>Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>	<p>Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>
<p>Prepared by:  MA. CECILIA Z. TRIA Budget Officer III</p>	<p>Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>
<p>Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 21, 2021

OFFICE MEMORANDUM

No. 09-24 s, 2021

**DEPLOYMENT OF FIN-SOP-004 REVISION 01 TITLED AS
 BUDGET PREPARATION FOR ANNUAL APPROPRIATION
 FOR THE SUCCEEDING YEAR**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Budget Preparation for Annual Appropriation for the Succeeding Year
Document No.	FIN-SOP-004
Revision:	01
Effective Date:	September 22, 2021
Process Owner:	Ma. Cecilia Z. Tria

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent,
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

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SVO/JDSM/September 21, 2021

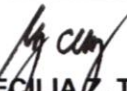

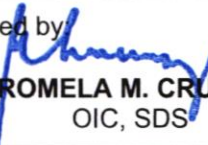


 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> DepEd Citizen's Charter, RA 11032 Ease of Doing Business Act, EO 2, s. 2016 Freedom of Info. Act RA 10173 Data Privacy Act 	
Process Title:	Budget Preparation for Annual Appropriation for the Succeeding Year	Document No.:	FIN-SOP-004
Objective:	To prepare and secure the annual budget of the Schools Division Office-Mandaluyong for the succeeding year.	Revision:	01
		Effective Date:	September 22, 2021
EODB Classification:	<input type="checkbox"/> Simple 1-3 days <input checked="" type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Budget Proposal (BP) 205: Retirees	Personnel Section
Budget Proposal (BP) 204: Substitute Teachers	Personnel Section
Budget Proposal (BP) 201: Personnel Services (PS) and Maintenance and Other Operating Expenses (MOOE)	Personnel Section SGOD Planning Unit

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. DBM requires submission of BPs every 2nd Quarter	1.1 Budget Section requires the needed data for BP 205, BP 204 and BP 201	None	5 minutes	Budget Officer
2. Personnel Section submits the list of retirees, filled teaching and non-teaching positions and non-permanent positions	2.1 Prepares worksheet analysis and submits to Deped-NCR via email	None	48 hours	Budget Officer DBM Official Personnel Officer
3. Receives emailed template of BP 201 and BP 204 from DepEd-CO	3.1 Encodes and submits BPs in the Online Submission of Budget Proposal (OSBP) of DBM	None	72 hours	Budget Officer DBM Official Personnel Officer
	3.2 Informs the Head of the Agency for the Approval & Submission of the encoded BPs	None	30 minutes	Superintendent

	3.3 Ensures the complete submission of BPs	None	5 minutes	Budget Officer
3 steps	5 steps	None	5 days and 40 minutes	

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<p>Prepared by:  MA. CECILIA Z. TRIA Budget Officer III</p>	<p>Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Mandaluyong City



**Office of the Schools Division
Superintendent**

January 7, 2022

OFFICE MEMORANDUM
No. 012, s. 2022

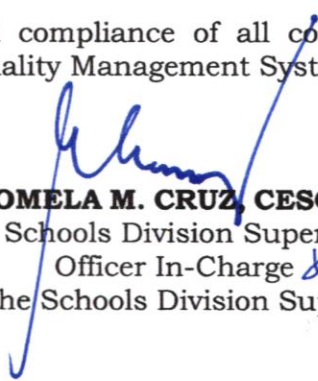
**DEPLOYMENT OF FIN-SOP-010 REVISION 00 TITLED AS
POSTING/UPDATING OF DISBURSEMENTS**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Officials, OSDS, CID and SGOD
All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Posting/Updating of Disbursements
Document No.	FIN-SOP-010
Revision:	00
Effective Date:	January 11, 2022
Process Owner:	Ma. Cecilia Z. Tria

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent


Encl. : As stated
Reference: NONE

To be indicated in the **Perpetual Index**
Under the following subjects:

PROCEDURE



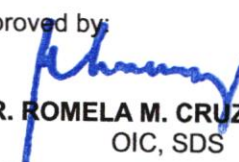
SVO/JDSM/January 7, 2022



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> DepEd Citizen's Charter, RA 11032 Ease of Doing Business Act, EO 2, s. 2016 Freedom of Info. Act RA 10173 Data Privacy Act 	
Process Title:	Posting/Updating of Disbursements	Document No.:	FIN-SOP-010
Objective:	To establish a database to monitor the tracking system of obligations and disbursement.	Revision:	00
		Effective Date:	January 11, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Google Sheet Drive	Shared Google Sheet Drive of Obligations & Disbursements
Obligations Request Status (ORS)	Budget Unit
Advice to Debit Accounts (ADA)	Accounting Unit
Disbursement Details	Accounting Unit
Budget Monitoring System	Budget Unit

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Accounting Staff/s encode/s Disbursement Details in the Google Sheet Drive.	1.1 Encodes Disbursement Details per transaction in the BMS.	None	5 minutes	Budget Staff
2. Cashier emails the Summary of RADAI to the Budget Officer.	2.1 Encodes ADA details per transaction in the BMS.	None	5 minutes	Budget Staff
2 steps	2 steps	None	10 minutes	

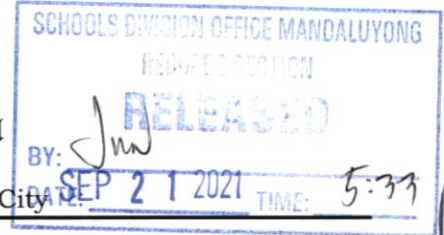
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Prepared by:	Reviewed by:	Approved by:	
 MA. CECILIA Z. TRIA Budget Officer III	 DR. AURELIO G. ALFONSO, CESE OIC, ASDS	 DR. ROMELA M. CRUZ, CESO VI OIC, SDS	



9/21/21

Republic of the Philippines
Department of Education

National Capital Region
Schools Division Office – Mandaluyong City



Office of the Schools Division
Superintendent

September 21, 2021

OFFICE MEMORANDUM

No. 01-27 s, 2021

**DEPLOYMENT OF FIN-SOP-007 REVISION 01 TITLED AS
PROCESSING OF ALLOTMENT FOR SEMINAR, WORKSHOP,
ACTIVITY OR TRAINING**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Officials, OSDS, CID and SGOD
All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Processing of Allotment for Seminar, Workshop, Activity or Training
Document No.	FIN-SOP-007
Revision:	01
Effective Date:	September 22, 2021
Process Owner:	Ma. Cecilia Z. Tria

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent,
Officer In-Charge
Office of the Schools Division Superintendent


Encl. : As stated
Reference: NONE

To be indicated in the **Perpetual Index**
Under the following subjects:

PROCEDURE

SVO/JDSM/September 21, 2021



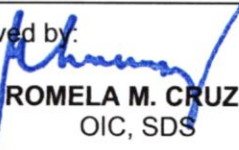


 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> DepEd Citizen's Charter, RA 11032 Ease of Doing Business Act, EO 2, s. 2016 Freedom of Info. Act RA 10173 Data Privacy Act 	
Process Title:	Processing of Allotment for Seminar, Workshop, Activity or Training	Document No.:	FIN-SOP-007
Objective:	To facilitate the release of allotment as cash advance for Seminar, Workshop, Activity or Training	Revision:	01
		Effective Date:	September 22, 2021
EODB Classification:	<input type="checkbox"/> Simple 1-3 days <input checked="" type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Proposal	https://bit.ly/manda-proposal
Activity Request / Authority to Conduct	Project Management Information System (PMIS)
Certification of Unliquidated Cash Advances	Accounting Unit
Requisition and Issue Slip	Supply and Property Section
Abstract of Canvas	Supply and Property Section

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Proponent submits the following: a. Proposal with signature of immediate superior b. Activity Request or Authority to Conduct c. Certification of Unliquidated Cash Advances	1.1 Budget Officer certifies availability of allotment and forward to ASDS	None	5 minutes	Budget Officer
2. ASDS review and sign the proposal and forward to SDS		None	5 minutes	Asst. Superintendent
3. SDS review and sign the proposal and forward to Proponent		None	5 minutes	Superintendent
4. Proponent submits the the following to Budget Unit a. Complete signature of proposal b. Signed AR/ATC c. Certification of Unliquidated Cash Advances d. If with CSE of more than 1000, 3 canvases / quotations, RIS and Abstract of Canvas	4.1 Budget Unit checks the completeness of the submitted documents	None	30 minutes	Budget Staff

<p>e. If with Resource Speaker,</p> <p>i. DepEd/Other Government Agency/Individual Private</p> <ol style="list-style-type: none"> 1. Curriculum Vitae 2. Invitation and Acceptance <p>ii. Company Private</p> <ol style="list-style-type: none"> 1. Invitation and acceptance 2. Proposal from the Resource Speaker 3. Mayor's Permit 4. Professional License/Curriculum Vitae 5. PhilGeps Certificate 6. Bank Account Details 7. TIN 				
	<p>4.2 Prepares the ORS and forwards it to the Office of the Administrative Officer V for signature and further processing of Disbursement Voucher and Advice to Debit Account.</p>	<p>None</p>	<p>5 minutes</p>	<p>Budget Staff and Budget Officer</p>
<p>4 steps</p>	<p>3 steps</p>	<p>None</p>	<p>50 minutes</p>	

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<p>Prepared by:  MA. CECILIA ZITRIA Budget Officer III</p>	<p>Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS</p>



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 21, 2021

OFFICE MEMORANDUM

No. 09-26 s, 2021

**DEPLOYMENT OF FIN-SOP-006 REVISION 01 TITLED AS
 PROCESSING OF OBLIGATION REQUEST STATUS FOR PAYMENT OF
 PERSONNEL SERVICES (PS)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Processing of Obligation Request Status for Payment of Personnel Services (PS)
Document No.	FIN-SOP-006
Revision:	01
Effective Date:	September 22, 2021
Process Owner:	Ma. Cecilia Z. Tria

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent ✓
 Officer In-Charge ✗
 Office of the Schools Division Superintendent ✓


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
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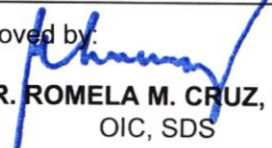
SVO/JDSM/September 21, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Processing of Obligation Request Status for Payment of Personnel Services (PS)	Document No.:	FIN-SOP-006
Objective:	To facilitate the release and certify the availability of allotment of Salaries, Remittances, Benefits and other supplementary payroll	Revision:	01
		Effective Date:	September 22, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Copy of Summary of Cash Disbursement and Register (SCDR)	Accounting Unit
Supplementary Payroll (SP)	Personnel Section - Payroll

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Accounting submits SCDR or Personnel submits SP	1.1 Receives the SCDR / SP and logs in the incoming logbook	None	5 minutes	Budget Staff
	1.2 Summarizes and review the payroll per PAP Code	None	15 minutes	Budget Staff
	1.4 Identifies the source of funds and prepares ORS.	None	5 minutes	Budget Staff
	1.5 Reviews entries in the ORS and print	None	5 minutes	Budget Officer
	1.6 Certifies the availability of allotment	None	5 minutes	Budget Officer
	1.7 Records in the outgoing/releasing logbook	None	5 minutes	Budget Staff
	1.8 Forwards the ORS and supporting documents to AOV	None	5 minutes	Budget Staff
1 step	8 steps	None	45 minutes	

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Prepared by:  MA. CECILIA Z. TRIA Budget Officer III	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 21, 2021

OFFICE MEMORANDUM

No. 09-25 s, 2021

**DEPLOYMENT OF FIN-SOP-005 REVISION 01 TITLED AS
 SUBMISSION OF BUDGET EXECUTION DOCUMENT NO. 1
 PHYSICAL AND FINANCIAL PLAN**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Submission of Budget Execution Document No. 1 Physical and Financial Plan
Document No.	FIN-SOP-005
Revision:	01
Effective Date:	September 22, 2021
Process Owner:	Ma. Cecilia Z. Tria

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

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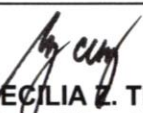

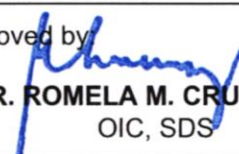


 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Submission of Budget Execution Document No. 1 Physical and Financial Plan	Document No.:	FIN-SOP-005
Objective:	To report annual financial plans for the current year of Schools Division Office-Mandaluyong	Revision:	01
		Effective Date:	September 22, 2021
EODB Classification:	<input type="checkbox"/> Simple 1-3 days <input checked="" type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Template of National Expenditure Program (NEP)	Central Office
Template of General Appropriations Act (GAA)	Central Office
Template of Work and Financial Plan (WFP)	OSDS, CID and SGOD

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. DBM requires submission of BED No. 1 and Central Office provides template of NEP and GAA through email	1.1 Reviews and analyze template	None	60 minutes	Budget Officer
	1.2 Prepares WFP for Mandatory and Utility Expenses	None	24 hours	Budget Officer
	1.3 Requires WFP from OSDS, CID and SGOD	None	5 minutes	Budget Officer
2. OSDS, CID and SGOD submits their WFP for succeeding year	2.1 Reviews WFP of OSDS, CID and SGOD	None	72 hours	Budget Officer
	2.2 Computes quarterly programming of PPAs	None	30 minutes	Budget Officer
	2.3 Encodes the overall annual financial plan of SDO-Mandaluyong in the Online Reporting System of DBM (BED no. 1)	None	48 hours	Budget Officer
	2.4 Reviews the encoded annual financial plan	None	60 minutes	Budget Officer

	2.5 Informs the Head of the Agency for the Approval & Submission of the Encoded annual financial plan	None	30 minutes	Superintendent
	2.6 Ensures the submission of BED no. 1 of D.O. proper and Implementing units	None	60 minutes	Budget Officer
2 steps	9 steps	None	6 days and 4 hours	

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Prepared by:  MA. CECILIA Z. TRIA Budget Officer III	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS	



9/17/21

Republic of the Philippines
Department of Education

National Capital Region
Schools Division Office – Mandaluyong City



Office of the Schools Division
Superintendent

September 16, 2021

OFFICE MEMORANDUM

No. 09-15 s, 2021

**DEPLOYMENT OF ADM-SOP-002 REVISION 00
TITLED AS HANDLING OF CASH ADVANCES AND DISBURSEMENT**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Officials, OSDs, CID and SGOD
All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Handling of Cash Advances and Disbursement
Document No.	ADM-SOP-002
Revision:	00
Effective Date:	September 20, 2021
Process Owner:	Marlyn D. Marcelo

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent


Encl. : As stated
Reference: NONE

To be indicated in the **Perpetual Index**
Under the following subjects:

PROCEDURE

SVO/JDSM/September 16, 2021



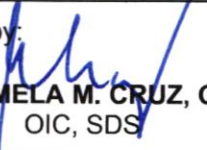


 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Handling of Cash Advances and Disbursement	Document No.:	ADM-SOP-002
Objective:	To provide a system for release of Cash Advances and other disbursement to Schools Division Office of Mandaluyong officials.	Revision:	00
		Effective Date:	September 20, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Proposal RE: Cash Advance (1 Original Copy)	Accounting Unit
2. Certification of No unliquidated CA's	Respective office/bureau/service
3. Documentary requirements	Respective office/bureau/service

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Prepare Proposal for Request of Cash Advance and Certification of No unliquidated CA's	1.1 Issues Authority to Cash Advance and Certification of No unliquidated CA's	None	20 minutes	Accounting Staff
2. Forward to Head of Office for Approval and attached documentary requirements needed for Cash Advances	2.1 Signs the documentary requirements needed for Cash Advance	None	15 minutes	Head of Office
3. Prepare DV and attached documentary requirements needed for Cash Advances	3.1 Forwards the ORS/DV to signatories	None	1 day	Accounting Staff
	3.2 Receives/encodes complete, accurate and approved DV, ORS, ADA and supporting documents from the Head of Office/Approving Unit	None	10 minutes	Cash Personnel
	3.3 Prepares mds check or commercial check required	None	10 minutes	Cashier
	3.4 Prepares Advice of Check Issued and Cancelled (ACIC)	None	30 minutes	Cashier

	3.5 Reviews the check details against ACIC or ADA	None	10 minutes	Cashier
	3.6 Signs the check and ACIC or ADA	None	10 minutes	Cashier
	3.7 Forwards checks and ACIC or ADA to the Head of Office for signature	None	10 minutes	Cash Personnel
	3.8 Signs the checks and ACIC or ADA	None	30 minutes	Head of Office
	3.9 Receives the signed checks and ACIC or ADA	None	10 minutes	Accounting Personnel
	3.10 Encode the checks and ACIC or ADA to the LBP emds facility	None	5 minutes	Accountant
	3.11 Forwards checks and ACCIC or ADA to Cash Unit	None	10 minutes	Accounting Personnel
	3.12 Approves the ACCIC or ADA and generate LBP emds report	None	10 minutes	Cashier
	3.13 Submits ACCIC to LPB and BOTR	None	4 hours	Cash Personnel
	3.14 Notify the clients that the Cash Advances is available for encashment or credited to their ATM	None	5 minutes	Cash Personnel
3 steps	16 steps	None	1 day, 7 hrs & 5 minutes	

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Prepared by:  MARLYN D. MARCELO Cashier	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS	



9/17/21

Republic of the Philippines
Department of Education

National Capital Region
Schools Division Office – Mandaluyong City



Office of the Schools Division
Superintendent

September 16, 2021

OFFICE MEMORANDUM

No. 09-14 s, 2021

**DEPLOYMENT OF ADM-SOP-001 REVISION 00
TITLED AS ISSUANCE OF OFFICIAL RECEIPTS**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Officials, OSDS, CID and SGOD
All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Issuance of Official Receipts
Document No.	ADM-SOP-001
Revision:	00
Effective Date:	September 20, 2021
Process Owner:	Marlyn D. Marcelo

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent

Officer In-Charge

Office of the Schools Division Superintendent

Encl. : As stated


Reference: NONE

To be indicated in the **Perpetual Index**
Under the following subjects:

PROCEDURE

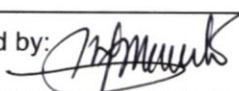

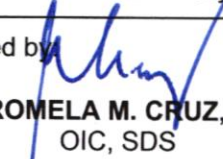
SVO/JDSM/September 16, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Issuance of Official Receipts	Document No.:	ADM-SOP-001
Objective:	To establish a system of collection and issuance of official receipts	Revision:	00
		Effective Date:	September 20, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Order of Payment Form – Original copy	<ul style="list-style-type: none"> • For payment for Bid Documents: Bids and Awards Committee • For School permits: School Governance Operation Division • For Disallowance: Accounting Office • Excess of CA: Accounting Office • Overpayment of Salaries and Refunds : Accounting Section • Provident Fund Payment: Accounting Section

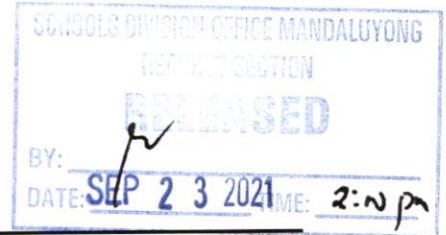
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Secure Order of Payment form from the Accounting Section	1.1 Issue Order of Payment form	None	5 minutes	Accounting Staff/ Accountant
2. Bring the Order of Payment to the Cash Unit for issuance of Official Receipt	2.1 Verify the completeness of data and corresponding amount indicated	None	2 minutes	Collecting Officer
3. Pay to the collecting officer the required amount indicated in the Official Receipt & Order of Payment	3.1 Receive payment and encode the details to the Official Receipt	Applicable fees as contained in the Order of Payment	5 minutes	Collecting Officer
4. Check and receive the Official Receipt	4.1 Issue Official Receipt to the Payee	None	3 minutes	Collecting Officer
4 steps	4 steps	None	15 minutes	

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Prepared by:	 MARLYN D. MARCELO Cashier	Reviewed by:	 DR. AURELIO G. ALFONSO, CESE OIC, ASDS
		Approved by:	 DR. ROMELA M. CRUZ, CESE OIC, SDS



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 22, 2021

OFFICE MEMORANDUM
 No. 09-34 s, 2021

**DEPLOYMENT OF ADM-SOP-011 REVISION 01
 TITLED AS LIQUIDATION OF DISBURSED FUNDS**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Liquidation of Disbursed Funds
Document No.	ADM-SOP-011
Revision:	01
Effective Date:	September 24, 2021
Process Owner:	Marlyn D. Marcelo

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/September 22, 2021





Schools Division Office of Mandaluyong

Standard Operating Procedure
prescribed to

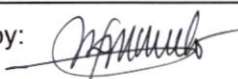


- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Liquidation of Disbursed Funds	Document No.:	ADM-SOP-011
Objective:	To establish a system of liquidating disbursed funds to SDO officials	Revision:	01
		Effective Date:	September 24, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Liquidation Report (GAM Appendix 44 LR) original copy	Cash Unit
2. Table of Contents	Cash Unit

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Accountable Officer Submit Documentary Requirements(3 copies, 1 original and 2 photocopies)	1.1 Receives the Documentary Requirements	None	5 minutes	Cash Personnel
	1.2 Validates Documentary Requirements	None	5 minutes	Cash Personnel
2. Secure Order of Payment	2.1 Prepares Liquidation Report (GAM Appendix 44 LR)	None	2 hours	Cash Personnel
3. Pay to the Collecting Officer	3.1 Issue OR if any and attached to the Liquidation Report (Follow SOP on Issuance of Official Receipts)	None	5 minutes	Cash Personnel
	3.2 Logs and Submit Liquidation Report (GAM appendix 44 LR to Accounting Unit)	None	5 minutes	Cash Personnel

	3.3 Encode Liquidation Report to Monitoring Sheet	None	5 minutes	Cashier
	3.4 Files a copy of the Liquidation Report	None	5 minutes	Cash Personnel
3 steps	7 steps	None	2 hours and 30 minutes	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by: </p> <p>MARLYN D. MARCELO Cashier</p>	<p>Reviewed by: </p> <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by: </p> <p>DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 25, 2022

OFFICE MEMORANDUM

No. 031, s. 2022

**DEPLOYMENT OF CID-SOP-001 REVISION 00 TITLED AS
 ACCESS TO LRMS PORTAL AND DIVISION CIDIGITAL LR PORTAL**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Access to LRMS Portal and Division CIDigital LR Portal
Document No.	CID-SOP-001
Revision:	00
Effective Date:	January 27, 2022
Process Owner:	Dorothy Grace I. Reyes

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 25, 2022





Schools Division Office of Mandaluyong

Standard Operating Procedure

prescribed to

- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Access to LRMS Portal and Division CIDigital LR Portal	Document No.:	CID-SOP-001
Objective:	The LRMS provides access to quality resources from the Regions, Divisions, Cluster/School level including: • information on quantity and quality and location of textbooks and supplementary materials, and cultural expertise, • access to learning, teaching and professional development resources in digital format and locates resources in print format and hard copy, • standards, specifications and guidelines for assessing & evaluating, acquiring & harvesting, modification, development and production of resources	Revision:	00
		Effective Date:	January 27, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	4

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Computer/Laptop and Internet Connection	
2.Registered LR account a. DepEd Email for DepEd Employees b. DepEd Mandaluyong Account for CIDigital LR Portal c. Any active Email Address for Learners, Parents and Stakeholders	Division Information Technology Officer through School ICT Coordinators

A. LRMS DepEd Portal (www.lrms.deped.gov.ph)

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1.Open any browser engine and go to www.lrms.deped.gov.ph	1.1 Assist Client (if necessary)	None	1 minute	Client / LR Staff / Librarian
2.Click the Begin Quick Tour for new users (Optional)	2.1 Assist Client (if necessary)	None	1 minute	Client / LR Staff / Librarian
3.Log-in to the LR Portal using your DepEd Email	3.1 Assist Client (if necessary)	None	1 minute	Client / LR Staff / Librarian

4. On the upper left side menu Bar, click the Resources Tab and select either K to 12 Resources, Alternative Learning System or Professional Development	4.1 Assist Client (if necessary)	None	10 minutes	Client / LR Staff / Librarian
5. Refine search either by Grade Level, Strand Stages or Domains	5.1 Assist Client (if necessary)	None		Client / LR Staff / Librarian
6. Select desired learning area	6.1 Assist Client (if necessary)	None		Client / LR Staff / Librarian
7. Select the content from the given list arranged by title.	7.1 Assist Client (if necessary)	None		Client / LR Staff / Librarian
8. Use the search button from the upper tab to filter the desired learning resource	8.1 Assist Client (if necessary)	None		Client / LR Staff / Librarian
9. Click view or download (Only registered users can download references from the portal. Guest users are only limited to browse and search in portals)	9.1 Assist Client (if necessary)	None	5 minutes	Client / LR Staff / Librarian
10. Copy or print the downloaded Learning Resource	10.1 Assist Client (if necessary)	None	5 minutes	Client / LR Staff / Librarian
11. Open feedback mechanism in the contact us tab and accomplish online feedback form.	11.1 Assist Client (if necessary)	None	1 minute	Client / LR Staff / Librarian
11 steps	11 steps	None	24 minutes	



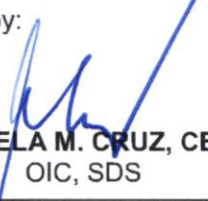
B. CIDigital LR Portal (depedmandaluyong.org shared drive)

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Open Google Chrome and sign in using your depedmandaluyong.org account (firstname.surname@depedmandaluyong.org)	1.1 Assist Client (if necessary)	None	1 minute	Client / LR Staff / Librarian
2. Click the Shared Drive option on the left side menu	2.1 Assist Client (if necessary)		1 minute	Client / LR Staff / Librarian
3. Select CIDigital LR Portal Folder.				

<p>a. If CIDigital portal is not visible, click the Hidden Shared Drive Link in the upper right corner of the shared drive</p> <p>b. If CIDigital is still not found on the hidden shared drive, you may contact our School ICT Coordinator or LR PDO II to request access to CIDigital.</p>	<p>3.1 Assist Client using the request form link https://bit.ly/cidigitalaccess</p>		<p>5 minute</p>	<p>Client / LR PDO II/ School ICT Coordinator / ITO</p>
<p>4. In the CIDigital LR Portal Shared Drive Folder, select the Resources you wish to access. The folders are arranged according to</p> <p>a. CLAIID Learning Modules arranged by Subject Area</p> <p>b. ADM Resources from Central Office</p> <p>c. USLeM Resources from Region Office</p> <p>d. Frontlearners Offline Resources for Grades 8, 9, 11 and 12</p>	<p>4.1 Assist Client (if necessary)</p>		<p>10 minutes</p>	<p>Client / LR Staff / Librarian</p>
<p>5. Select desired learning area. Each folder contains resources arranged by School Year Published, Grade Level, Quarter and File Type.</p>	<p>5.1 Assist Client (if necessary)</p>			<p>Client / LR Staff / Librarian</p>
<p>6. Use the search in drive button from the upper tab to filter the desired learning resource</p>	<p>6.1 Assist Client (if necessary)</p>			<p>Client / LR Staff / Librarian</p>
<p>7.</p> <p>a. Double click to open and view the file.</p> <p>b. Right click and select download to grab a copy of the file. (Only registered users can access and download references from the CIDigital LR Portal.</p>	<p>7.1 Assist Client (if necessary)</p>		<p>5 minutes</p>	<p>Client / LR Staff / Librarian</p>
<p>10.</p> <p>a. Copy or print the downloaded Learning Resource</p> <p>b. Install Frontlearners Offline Application</p>	<p>10.1 Assist Client (if necessary)</p>		<p>5 minutes 20 minutes</p>	<p>Client / LR Staff / Librarian</p>

10 steps	10 steps	None	47 minutes
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<p>Prepared by:</p>  <p>DOROTHY GRACE I. REYES Project Development Officer II</p>	<p>Reviewed by:</p>  <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:</p>  <p>DR. ROMELA M. CRUZ, CESO VI OIC, SDS</p>
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Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 24, 2022

OFFICE MEMORANDUM
 No. 024, s. 2022

**DEPLOYMENT OF CID-SOP-003 REVISION 00 TITLED AS
 ALTERNATIVE LEARNING SYSTEM ENROLMENT**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Alternative Learning System Enrolment
Document No.	CID-SOP-003
Revision:	00
Effective Date:	January 26, 2022
Process Owner:	Jovy D. Balbuena

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 24, 2022



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Alternative Learning System Enrolment	Document No.:	CID-SOP-003
Objective:	This procedure shall provide all opportunities for out-of-school youth and adult (OSYA) to develop basic and functional literacy skills and to access equivalent pathways to complete basic education.	Revision:	00
		Effective Date:	January 26, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Latest 1X1 ID picture with name tag 2. Photocopy of Birth Certificate/Baptismal Certificate 3. Valid ID	ALS Learner
4. Functional Literacy Test 5. Assessment of Basic Literacy	Curriculum Implementation Division
6. Online registration form	https://bit.ly/manda-als-reg-2022

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Go to the online registration form and fill out with complete and correct information	1.1 Receive, validate the data	None	3 minutes	ALS Education Program Specialist II (EPS II)
	1.2 Refer the learner to the ALS center	None	7 minutes	ALS EPS II
	1.3 Receive the enrolment data from the ALS EPS II	None	3 minutes	ALS Teacher
	1.4 Conduct assessment/ screening in basic literacy (ABL) and functional literacy test (FLT) and identify the entry level attained and group clientele/learners according to literacy level	None	60 minutes	ALS Teacher
2. Receive details and information regarding the learning sessions	2.1 Inform schedule of learning session	None	10 minutes	ALS Teacher
2 steps	5 steps	None	1 hour and 23 minutes	

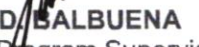
Freedom of Information Statement

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Data Privacy Statement

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Prepared by:


JOVY D. SALBUENA
Education Program Supervisor
Esp and ALS

Reviewed by:


DR. AURELIO G. ALFONSO ACESE
OIC, ASDS

Approved by:


DR. ROMELA M. CRUZ, CESO VI
OIC, SDS



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 25, 2022

OFFICE MEMORANDUM
 No. 035, s. 2022

**DEPLOYMENT OF CID-SOP-006 REVISION 00 TITLED AS
 BORROWING AND RETURNING OF BOOKS FROM AND TO THE
 SCHOOL LIBRARY**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Borrowing and Returning of Books from and to the School Library
Document No.	CID-SOP-006
Revision:	00
Effective Date:	January 27, 2022
Process Owner:	Calixto N. Camangeg

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 25, 2022





Schools Division Office of Mandaluyong

Standard Operating Procedure

prescribed to




- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Borrowing and Returning of Books from and to the School Library	Document No.:	CID-SOP-006
Objective:	1. Provide a variety of learning materials to library users. 2. To provide information and ideas that are fundamental to today's information and knowledge based society.	Revision:	00
		Effective Date:	January 27, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
School Identification ID	School
School Library Card	School Library

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Log-in to library's logbook		None	2 minutes	Librarian/School Library Teacher in-Charge
2. Always wear a school ID when entering the library. Present the library card.	2.1 Check the library card and the name logged-in with her/his school ID.	None	2 minutes	
3. Check the card catalog or lists of books available in the library that he/she would like to borrow. Borrowers card not needed when borrowing inside the library just sign-in the logbook of where a particular material was taken. (ex. Gen. References, Vertical files, Database, Starbooks, NLP database).	3.1 Assist library users in looking for the materials they need if a book is not available. Provide/offer other resources (database, OER's, online resources, and vertical files).	None	5 minutes	

4. Write the complete information needed in the borrower's slip like the title of the book, author's name, location number (optional).	4.1 Check borrowers slip and look for the material requested as written on the borrowers slip.		2 minutes	Librarian/School Library Teacher in-Charge
5. Fill-out the book card with the borrower's information.	5.1 Receive the borrower's card with the filled-out book card, stamp the card with the date issued and due date.	None	2 minutes	
6. Issue the book to the borrower.	6.1 Remind the borrower of the book due date, rule on returning of borrowed books.	None	2 minutes	
7. Return of book borrowed. Present the book borrowed to Librarian on duty in the circulation section.	7.1 Check the book and the due date slip at the back cover. Pull-out the book card and borrower's card from file. Stamp the borrower's card and book card the date and stamp returned mark on both cards. Return the borrower's card to the client and collate pages of the book to check missing pages before putting it back to the shelf.	None	3 minutes	
7 steps	6 steps	None	18 minutes	

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<p>Prepared by:</p>  <p>CALIXTO N. CAMANGEG Librarian II</p>	<p>Reviewed by:</p>  <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:</p>  <p>DR. ROMELA M. CRUZ, CESO VI OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 25, 2022

OFFICE MEMORANDUM

No. 032, s. 2022

**DEPLOYMENT OF CID-SOP-002 REVISION 00 TITLED AS
 BORROWING PROCEDURES FOR BOOKS AND OTHER MATERIALS
 OVERNIGHT**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Borrowing Procedures for Books and other Materials Overnight
Document No.	CID-SOP-002
Revision:	00
Effective Date:	January 27, 2022
Process Owner:	Calixto N. Camangeg

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 25, 2022

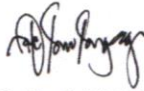

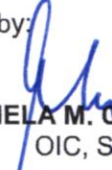


 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Borrowing Procedures for Books and other Materials Overnight	Document No.:	CID-SOP-002
Objective:	1. Provide a variety of resources to meet the different needs of library clients. 2. Easy access to library materials and other resources. 3. To understand users' choice to use different resources in different ways.	Revision:	00
		Effective Date:	January 27, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
School Identification Card	School
School Library/Borrower's Card	School Library

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Log-in to the library's logbook.		None	2 minutes	Librarian/ School Library Teacher In-charge
2. Present the library card.	2.1 Check the library card and the name logged-in	None	2 minutes	
3. Check the card catalog or lists of books available in the library that he/she would like to borrow.	3.1 Assist library users in looking for the materials they need if books are not available. Provide/offer other resources (database, OER's, online resources)	None	5 minutes	
4. Write the complete information needed in the borrower's slip like the title of the book, author's name, location number (optional).	4.1 Check borrowers slip and look for the material requested as written on the borrower's slip	None	3 minutes	
5. Fill-out the book card with the borrower's information.	5.1 Receive the borrower's card with the filled-out book card, stamp the card with the date issued and due date.	None	2 minutes	

6. Issue the book to the borrower.	6.1 Remind the borrower of the book due date, rule on returning of borrowed books	None	3 minutes	
6 steps	5 steps	None	17 minutes	

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<p>Prepared by:</p>  <p>CALIXTO N. CAMANGEG Librarian II</p>	<p>Reviewed by:</p>  <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:</p>  <p>DR. ROMELA M. CRUZ, CESO VI OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 25, 2022

OFFICE MEMORANDUM
 No. 033, s. 2022

**DEPLOYMENT OF CID-SOP-004 REVISION 00 TITLED AS
 PROGRAM WORKFLOW OF SUBMISSION OF CONTEXTUALIZED
 LEARNING RESOURCES**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Program Workflow of Submission of Contextualized Learning Resources
Document No.	CID-SOP-004
Revision:	00
Effective Date:	January 27, 2022
Process Owner:	Dr. Ruby E. Baniqued

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

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SVO/JDSM/January 25, 2022



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Program Workflow of Submission of Contextualized Learning Resources	Document No.:	CID-SOP-004
Objective:	To manage the submission of contextualized Learning Resources	Revision:	00
		Effective Date:	January 27, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Developed Learning Resources	EPS in-charge of the subject/ School LR Coordinators
LR Forms	EPS-LRMS

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit the contextualized LRs to CID-LRMS.	1.1 Collation of developed contextualized LRs.	None	1 day	EPS in-charge of the subject School LR Coordinators
2. Quality assure the submitted LRs.	2.1 Validation of LRs.	None	1 hour	Quality Assurers -Content -Language -Technical design
3. Preparation of metadata/Inventory of Contextualized LRs submitted.	3.1 Preparation of Inventory Report.	None	1 day	Division Librarian
4. Upload the ready-to-print contextualized LRs via CIDigital LR Portal.	4.1 Upload the digital copy and submit the hard and soft copy for production.	None	1 hour	LRMS Team LR Technical Assistants
5. Forward the contextualized LRs for production				
6. Monitor the utilization of contextualized LRs	6.1 Monitor the utilization of LRs.	None	1 day	CID Chief LRMS Team
5 steps	5 steps	None	3 days and 2 hours	

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Prepared by:

Rebaniqued

DR. RUBY E. BANIQUED
Education Program Supervisor
LRMS

Reviewed by:

[Signature]
DR. AURELIO G. ALFONSO, CESE
OIC, ASDS

Approved by:

[Signature]
DR. ROMELA M. CRUZ, CESO VI
OIC, SDS



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 25, 2022

OFFICE MEMORANDUM

No. 034, s. 2022

**DEPLOYMENT OF CID-SOP-005 REVISION 00 TITLED AS
 QUALITY ASSURANCE OF SUPPLEMENTARY LEARNING RESOURCES**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Quality Assurance of Supplementary Learning Resources
Document No.	CID-SOP-005
Revision:	00
Effective Date:	January 27, 2022
Process Owner:	Dr. Ruby E. Baniqued

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

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 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Quality Assurance of Supplementary Learning Resources	Document No.:	CID-SOP-005
Objective:	To supervise the quality assurance of supplementary learning resources	Revision:	00
		Effective Date:	January 27, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Evaluation Tools	LRMS Supervisor
Accomplished Evaluation Tools and Summary of Findings	Quality Assurers

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Organize the division quality assurance team by learning area and key stage.	1.1 Organization of QA Teams	None	1 day	PDO II-LRMS/ LRMS Supervisor
2. Evaluation of LRs in terms of: a. content b. language c. layout and design	2.1 Evaluation of the developed SLRs to check IPR compliance and specifications set.	None	1 day	QA Team Content Experts Language Experts Technical Design Expert
3. Review of the Revised SLRs	3.1 Validate	None	1 day	QA Team Content Experts Language Experts Technical Design Expert
4. Field Validation	4.1 Validation	None	1 day	LR Supervisor PDO II-LRMS Division Librarian
5. Final Review/Conformance Review/Sign off LRs	5.1 Issue a Specialty Clearance to indicate that the LR are ready to print and are uploaded to SDO LR Portal.	None	1 day	CID Chief EPSs LRMS Supervisor
5 steps	5 steps	None	5 days	

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Data Privacy Statement

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Prepared by:

Rebaniqued

DR. RUBY E. BANIQUED
Education Program Supervisor
LRMS

Reviewed by:

[Signature]

DR. AURELIO G. ALFONSO, CESE
OIC, ASDS

Approved by:

[Signature]

DR. ROMELA M. CRUZ, CESO VI
OIC, SDS



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City

SCHOOLS DIVISION OFFICE - MANDALUYONG
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 BY: ✓
 DATE: NOV 24 2021 TIME: 5:17 PM

**Office of the Schools Division
 Superintendent**

November 23, 2021

OFFICE MEMORANDUM
 No. 11-25, s. 2021

**DEPLOYMENT OF ADM-SOP-016 REVISION 01 TITLED AS
 HOUSEKEEPING AND MAINTENANCE**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Housekeeping and Maintenance
Document No.	ADM-SOP-016
Revision:	01
Effective Date:	November 29, 2021
Process Owner:	Mark Sherwin G. Magsombol

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge &
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

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SVO/JDSM/November 23, 2021





Schools Division Office of Mandaluyong

Standard Operating Procedure

prescribed to

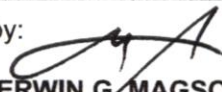

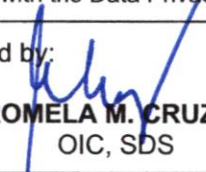
- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Housekeeping and Maintenance	Document No.:	ADM-SOP-016
Objective:	To establish procedures in order to ensure effective and efficient management of SDO - Mandaluyong premises.	Revision:	01
		Effective Date:	November 29, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Pages:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Office Housekeeping Checklist	Office of the Administrative Officer V
Maintenance Job Request	

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
	1. Proceed to area of assignment	N/A	5 minutes	Utility Personnel
	2. Conduct cleaning of assignment based on Housekeeping Checklist	N/A	30 minutes	Utility Personnel
	3. Report Deficiencies/hazards found during cleaning	N/A	5 minutes	Utility Personnel
	4. Submits Housekeeping Checklist to the Office of the AOV	N/A	5 minutes	Utility Personnel
	5. Review Housekeeping Checklist.	N/A	5 minutes	Staff of the Office of the Administrative Officer V
	6. Produce corrective action reports.	N/A	5 minutes	Staff of the Office of the Administrative Officer V
	7. Issues maintenance Job Request Form for deficiencies.	N/A	5 minutes	Staff of the Office of the Administrative Officer V
	8. Monitor action taken on maintenance job requests.	N/A	If Necessary	Staff of the Office of the Administrative Officer V

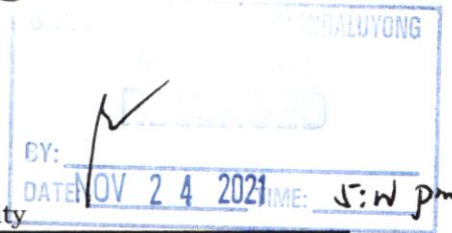
	9. Files housekeeping checklist.	N/A	5 minutes	Staff of the Office of the Administrative Officer V
0 step	9 steps	None	1 hour and 5 minutes	

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<p>Prepared by:</p>  <p>MARK SHERWIN G. MAGSOMBOL Administrative Officer V</p>	<p>Reviewed by:</p>  <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:</p>  <p>DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

November 23, 2021

OFFICE MEMORANDUM
 No. 11-26, s. 2021


**DEPLOYMENT OF ADM-SOP-017 REVISION 01 TITLED AS
 MOTOR VEHICLE MANAGEMENT AND MAINTENANCE SERVICES**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Motor Vehicle Management and Maintenance Services
Document No.	ADM-SOP-017
Revision:	01
Effective Date:	November 29, 2021
Process Owner:	Mark Sherwin G. Magsombol

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESE
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

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Schools Division Office of Mandaluyong

Standard Operating Procedure

prescribed to

- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Motor Vehicle Management and Maintenance Services	Document No.:	ADM-SOP-017
Objective:	To provide policies, guidelines and procedures in the maintenance and repair of Schools Division Office – Mandaluyong vehicles.	Revision:	01
		Effective Date:	November 29, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Pages:	4



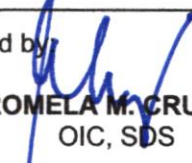
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Vehicle Daily Checklist (BLOWBAGETS)	Office of the Administrative Officer V
Certification of Completion	
Job Request for Service Vehicle	
Accident Information Sheet	

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
DAILY MAINTENANCE (DM)				
	1.1 Inspect condition and cleanliness of vehicle on a daily basis (follow BLOW-BAGETS principle) using the Vehicle Daily Checklist.	N/A	10 minutes	Driver
	1.2 Submit compiled Vehicle Daily Checklist every end of the month.	N/A	5 minutes	Driver
	1.3 Review the vehicle daily checklist upon submission. *For cases with immediate action, report to the Office of the AOV. Refer to the process below.	N/A	5 minutes	Driver
	1.4 File the accomplished Vehicle Daily Checklist.	N/A	5 minutes	Staff of the Office of the Administrative Officer V
5 steps	4 steps	None	25 minutes	

PERIODIC MAINTENANCE (PM) EVERY 5,000 KMS				
	1.1 Check mileage of service vehicle if due for Periodic Maintenance	N/A	1 minute	Driver
	1.2 Contact outsourced Vehicle Service Center for cost estimate of Periodic Maintenance.	N/A	15 minutes	Driver
	1.3 Prepare Job Request for Service Vehicle for funding.	N/A	5 minutes	Staff of the Office of the Administrative Officer V
	1.4 Process Proposal for funding to OSDS for approval	N/A	3 days	Staff of the Office of the Administrative Officer V
	1.5 Bring the Service Vehicle to the selected Outsourced Vehicle Service Center.	N/A	15 minutes	Driver
2. Conduct Periodic Maintenance	2.1 Upon advice of the Outsourced Vehicle Service Center, retrieve the service vehicle and secure documents for liquidation.	N/A	4 hours	Driver
	2.2 Maintain a file copy of Service Vehicle Preventive Maintenance.	N/A	5 minutes	Staff of the Office of the Administrative Officer V
1 step	7 steps	None	3 days, 4 hours and 41 minutes	
REPAIR OF SERVICE VEHICLE (MINOR REPAIR)				
	1.1 Reports the findings based on Vehicle Daily Checklist.	N/A	5 minutes	Driver
	1.2 Contact the outsource mechanics for a cost estimate and list of spare parts.	N/A	10 minutes	Staff of the Office of the Administrative Officer V
	1.3 Prepare request for funds based on Job Request for Service Vehicle, Service Contract and proposed list of spare parts.	N/A	5 minutes	Staff of the Office of the Administrative Officer V
	1.4 Purchase the spare parts	N/A	1 hour	Driver
2. Conduct minor repair and maintenance	2.1 Inspect spare parts installation and conduct test drive.	N/A	3 hours	Driver
	2.2 Submit documents for liquidation such as: Job Request for Service Vehicle	N/A	15 minutes	Driver

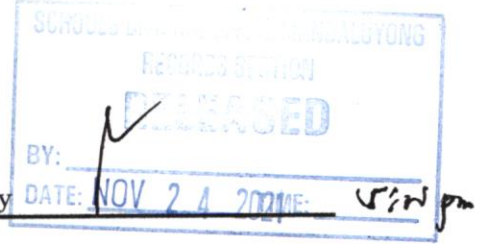
	2.3 Prepare liquidation and attach all supporting documents.	N/A	10 minutes	Administrative Officer V
	2.4 Maintain a file copy of all pertaining to minor repairs.	N/A	5 minutes	Administrative Aide
1 step	8 steps	None	4 hours and 50 minutes	
MAJOR REPAIR				
	1.1 Contacts outsource Vehicle Service Center for scheduling of repair.	N/A	10 minutes	Driver
2. Assess repair/s to be performed.	2.1 Request for Cost Estimate of repair.	N/A	10 minutes	Driver
	2.2 Submit Cost Estimate containing the assessment for repair.	N/A	3-5 days	Driver
	2.3 Prepare request for funding and attached Cost Estimate.	N/A	10 minutes	Staff of the Office of the Administrative Officer V
	2.4 Advise the availability of funds.	N/A	5 minutes	Cashier
	2.5 Submit the Government Vehicle to Outsource Vehicle Service Center for Repair	N/A	10 minutes	Driver
3. Conduct major repair and maintenance	3.1 Upon advice of the Outsource Vehicle Service Center, retrieve the service vehicle and secure documents for liquidation.	N/A	10 minutes	Driver
	3.2 File duplicate copy of all documents pertaining to major repair.	N/A	5 minutes	Staff of the Office of the Administrative Officer V
2 steps	8 steps	None	3-5 days and 1 hour	
VEHICLE ACCIDENTS				
	1.1 Obtain the names and addresses of the third party (ies), all injured persons as well as the witnesses and its insurance company and inform the SDO as soon as possible.	N/A	5 minutes	Driver
	1.2 Record the names and addresses of the third party (ies) insurance company.	N/A	5 minutes	Driver

	1.3 Inform the Schools Division Office as soon as possible.	N/A	5 minutes	Driver
	1.4 Summon the police/traffic enforcer to the scene of the accident and obtain a copy of the police report.	N/A	3 hours	Driver
	1.5 Accomplish Vehicle Accident Report.	N/A	5 minutes	Driver
	1.6 Submit Vehicle Accident Report.	N/A	5 minutes	Driver
	1.7 Assess need for repair based on Vehicle Accident Report.	N/A	15 minutes	Staff of the Office of the Administrative Officer V
	1.8 Prepare Job Requests for Service Vehicles refer to the procedures for Minor or Major repairs.	N/A	10 minutes	Staff of the Office of the Administrative Officer V
	1.9 File duplicate copy of all documents pertaining to vehicle accident.	N/A	5 minutes	Staff of the Office of the Administrative Officer V
0 step	9 steps	None	3 hours and 55 minutes	

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<p>Prepared by: </p> <p>MARK SHERWIN G. MAGSOMBOL Administrative Officer V</p>	<p>Reviewed by: </p> <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by: </p> <p>DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office – Mandaluyong City



Office of the Schools Division Superintendent

November 23, 2021

OFFICE MEMORANDUM
 No. 11-24, s. 2021


**DEPLOYMENT OF ADM-SOP-015 REVISION 01 TITLED AS
 PROVISION FOR SERVICE VEHICLE**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Provision for Service Vehicle
Document No.	ADM-SOP-015
Revision:	01
Effective Date:	November 29, 2021
Process Owner:	Mark Sherwin G. Magsombol

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESE
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/November 23, 2021





Schools Division Office of Mandaluyong

Standard Operating Procedure

prescribed to

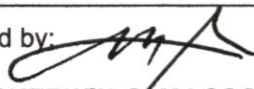

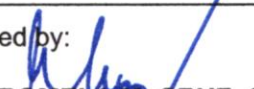
- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Provision for Service Vehicle	Document No.:	ADM-SOP-015
Objective:	To provide guidelines in the proper scheduling and usage of Schools Division Office – Mandaluyong’s services vehicles.	Revision:	01
		Effective Date:	November 29, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Pages:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Vehicle Request Form	Office of the Administrative Officer V
Monthly Report of Official Travels	
Trip Ticket Form	
Motor Vehicle Insurance	

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Accomplishes Vehicle Request Form (VRF)	1.1 Review Vehicle Request Form based on vehicle availability	N/A	1 minute	Staff of the Office of the Administrative Officer V
	1.2 If available, approve VRF. If not available, clients have to wait for the next available vehicle.	N/A	5 minutes	Staff of the Office of the Administrative Officer V
2. Clients with approved VRF utilize the vehicle.	2.1 VRF will be filed accordingly.	N/A	4 minutes	Staff of the Office of the Administrative Officer V
	2.2 Accomplishes Driver's Trip Ticket for every trip	N/A	5 minutes	Driver
	2.3 Submits DTT and VRF to the Office of the AO V every Friday	N/A	5 minutes	Driver
	2.4 Prepares Summary of Monthly Report of Official Travels	N/A	5 minutes	Staff of the Office of the Administrative Officer V

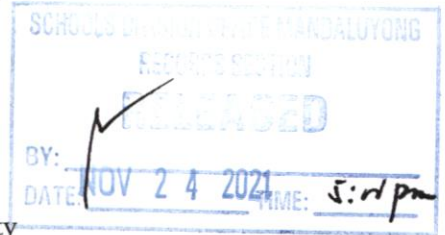
	2.5 Review Monthly Report of Official Travel and file accordingly.	N/A	10 minutes	Staff of the Office of the Administrative Officer V
2 steps	7 steps	None	35 minutes	

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<p>Prepared by: </p> <p>MARK SHERWIN G. MAGSOMBOL Administrative Officer V</p>	<p>Reviewed by: </p> <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>
	<p>Approved by: </p> <p>DR. ROMELA M. CRUZ, CESE OIC, SDS</p>



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

November 23, 2021

OFFICE MEMORANDUM

No. 11-28, s. 2021

**DEPLOYMENT OF ADM-SOP-019 REVISION 01 TITLED AS
 USE OF FACILITIES AND EQUIPMENT**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Use of Facilities and Equipment
Document No.	ADM-SOP-019
Revision:	01
Effective Date:	November 29, 2021
Process Owner:	Mark Sherwin G. Magsombol

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/November 23, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> DepEd Citizen's Charter, RA 11032 Ease of Doing Business Act, EO 2, s. 2016 Freedom of Info. Act RA 10173 Data Privacy Act 	
Process Title:	Use of Facilities and Equipment	Document No.:	ADM-SOP-019
Objective:	To establish policies and guidelines in ensuring a well-coordinated and efficient utilization of SDO – Mandaluyong facilities and resources.	Revision:	01
		Effective Date:	November 29, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Pages:	3

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Facilities Reservation Monitoring Form	Office of the Administrative Officer V
Equipment Reservation Monitoring Form	
Work Permit Form	
Facilities and Equipment Form	
Cancellation Form	

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
FOR EVENTS, FUNCTIONS, ACTIVITIES AND REGULAR MEETING				
1. Inquire if the date/s requested for the use of facilities and equipment is available.	1.1 Checks availability of requested room and equipment. If unavailable, choose a different date or venue.	N/A	3 minutes	Staff of the Office of the Administrative Officer V
	1.2 Issue Facilities and Equipment Form to the requestor.	N/A	3 minutes	Staff of the Office of the Administrative Officer V
2. Accomplishes and submit Facilities and Equipment Form	2.1 Reviews completeness of details of Facilities and Equipment Form received from the requestor.	N/A	2 minutes	Staff of the Office of the Administrative Officer V

	2.2 Approves the use of facilities or equipment.	N/A	5 minutes	Administrative Officer V
	2.3 Informs and returns original Facilities and Equipment Form to the requestor.	N/A	5 minutes	Staff of the Office of the Administrative Officer V
	2.4 Updates Facility and Equipment Monitoring Sheet, Inform housekeeping Personnel with confirmed details of reservation and file the second copy.	N/A	5 minutes	Staff of the Office of the Administrative Officer V
2 steps	6 steps	None	23 minutes	

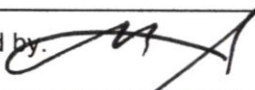


FOR OVERTIME WORK

1. Accomplishes Work Authorization Form from Administrative Officer V	1.1 Reviews Work Authorization Form	N/A	1 minute	Interested Party
	1.2 Approves the use of facilities and equipment and furnishes a copy to the Security Personnel and requestor.	N/A	3 minutes	Interested Party
2. Conduct overtime work	2.1 Files the third (3 rd) copy of the Work Authorization Form.	N/A	3 minutes	Staff of the Office of the Administrative Officer V
2 steps	3 steps	None	7 minutes	

CANCELLATION OF FACILITIES AND EQUIPMENT REQUEST OR WORK PERMIT FORM

1. Prepares memo for Cancellation of Facilities and Equipment Request Form and Work Authorization Form.		N/A		Interested Party
2. Submit memo of cancellation to Administrative Office.		N/A		Interested Party
3. Attached memo of Cancellation to the Facilities and Equipment Request or Work Authorization Form.	3.1 Update Facility/Equipment Monitoring Sheet with confirmed details of reservation	N/A	3 minutes	Staff of the Office of the Administrative Officer V
	3.2 Shall retrieve to the security personnel the copy of Facilities / Equipment Request or Work Authorization Form.	N/A	3 minutes	Staff of the Office of the Administrative Officer V

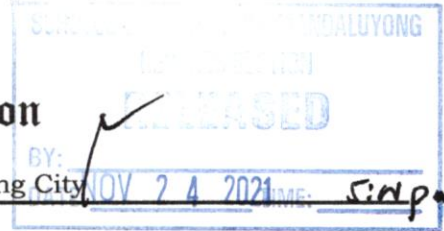
	3.3 File the copy F & E Request or Work Authorization Form.	N/A	5 minutes	Staff of the Office of the Administrative Officer V
3 steps	3 steps	None	11 minutes	

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<p>Prepared by: </p> <p>MARK SHERWIN G. MAGSOMBOL Administrative Officer V</p>	<p>Reviewed by: </p> <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by: </p> <p>DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

November 23, 2021

OFFICE MEMORANDUM

No. 11-27, s. 2021

**DEPLOYMENT OF ADM-SOP-018 REVISION 01 TITLED AS
 WORKPLACE SAFETY AND SECURITY**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Workplace Safety and Security
Document No.	ADM-SOP-018
Revision:	01
Effective Date:	November 29, 2021
Process Owner:	Mark Sherwin G. Magsombol

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE *[Signature]*

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/November 23, 2021





Schools Division Office of Mandaluyong

Standard Operating Procedure
prescribed to

- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Workplace Safety and Security	Document No.:	ADM-SOP-018
Objective:	To establish guidelines and procedures that will promote a safe and secured work environment.	Revision:	01
		Effective Date:	November 29, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Pages:	3

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Maintenance Job Request	Office of the Administrative Officer V
Visitor's Logbook/Log Sheet	
Gate Pass	
Security Personnel Inspection Checklist	

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
PERSONNEL / INTERESTED PARTY FOR SDO EMPLOYEES				
1. Enters the SDO premises	1.1 Conduct frisk search to all incoming interested parties	N/A	20 seconds	Security Personnel
	1.2 Employee or the security personnel log the name and time of entry in the logbook	N/A	5 minutes	Security Personnel / Guest
1 step	2 steps	None	5 minutes and 20 seconds	
PERSONNEL / INTERESTED PARTY FOR NON - SDO EMPLOYEES				
2. Enters the SDO premises	2.1 Conduct frisk search to all incoming interested parties	N/A	20 seconds	Security Personnel
3. Deposits item at Admin Office safety Box, if any.	3.1 Request for ID	N/A	5 minutes	Security Personnel
	3.2 Issue Visitor's ID	N/A	5 minutes	Security Personnel

	3.3 Logs the name and time of entry and signature	N/A	1 minute	Security Personnel / Guest
	3.4 Refers interested parties to Information Desk	N/A	1 minute	Security Personnel
	3.5 Contact the concerned person.	N/A	1 minute	Information Desk
	3.6 Provides direction on the location of contract	N/A	1 minute	Information Desk
4. Return ID issued and retrieves Visitor's ID before leaving the person.		N/A	1 minute	
3 steps	7 steps	None	15 minutes and 20 seconds	



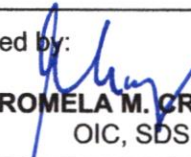
SECURITY OF OFFICE ASSETS

1. Accomplishes Gate Pass from AOV	1.1 Review and Approve Gate Pass.	N/A	1 minute	Interested Party
2. Submit approved Gate Pass to Security Personnel upon departure from office.	2.1 Update the asset records.	N/A	5 minutes	Administrative Officer V
	2.2 Files Gate Pass.	N/A	1 minute	Interested Party
2 steps	3 steps	None	7 minutes	

FACILITIES / AREA INSPECTION

	1.1 Plans the facilities inspection.	N/A	5 minutes	Administrative Officer V/ Security Personnel
	1.2 Conducts rounds on facilities.	N/A	20 minutes	Security Personnel
	1.3 Inspect premises based on Security Rounds Checklist.	N/A	20 minutes	Security Personnel
	1.4 Generates and reports the result of inspection.	N/A	5 minutes	Security Personnel
	1.5 Submits Security Rounds Checklist	N/A	5 minutes	Security Personnel
	1.6 Review Security Round Checklist.	N/A	5 minutes	Administrative Officer V

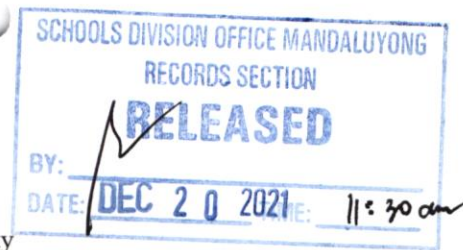
	1.7 Files Security Round Checklist.	N/A	5 minutes	Staff of the Office of the Administrative Officer V
0 step	7 steps	None	65 minutes	

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<p>Prepared by:</p>  <p>MARK SHERWIN G. MAGSOMBOL Administrative Officer V</p>	<p>Reviewed by:</p>  <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:</p>  <p>DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

December 16, 2021

OFFICE MEMORANDUM
 No. 12-13 s, 2021

**DEPLOYMENT OF ICT-SOP-002 REVISION 00
 TITLED TROUBLESHOOTING OF ICT EQUIPMENT**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Troubleshooting of ICT Equipment
Document No.	ICT-SOP-002
Revision:	00
Effective Date:	December 27, 2021
Process Owner:	John Darryll S. Mercado

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

JDSM/December 16, 2021



Calbayog St., Brgy. Highway Hills, Mandaluyong City
 OSDS 79555921 • AO 79561263 • CID 79552557 • SGOD 85349810
 sdo.mandaluyong@deped.gov.ph • www.depedmandaluyong.org





Schools Division Office of Mandaluyong

Standard Operating Procedure

prescribed to

- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Troubleshooting of ICT Equipment	Document No.:	ICT-SOP-002
Objective:	Evaluation, assessment and troubleshooting of government-procured ICT equipment of Schools Division Office	Revision:	00
		Effective Date:	December 27, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
SDO Mandaluyong ICT Service Request Form	bit.ly/mndictservicerequest

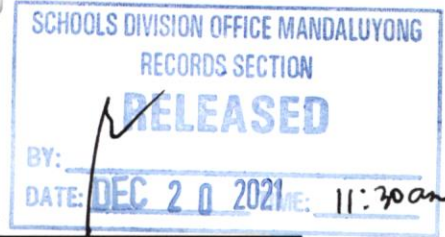
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. SDO Employee fills out the ICT Service Request Form	1.1 ICT Unit will receive an email about the details of the request.	None	5 minutes	ICT Unit
	1.2 ICT Unit will evaluate the request if: <ul style="list-style-type: none"> a. Serviceable within ICT unit b. Serviceable through service center c. Unserviceable 	None	30 minutes	ICT Unit
	1.3 ICT Unit troubleshoots equipment if serviceable. Coordinate with the Supply Section if purchase is needed.	None	1-3 days	ICT Unit
2. SDO Employee receives fixed or upgraded equipment	2.1 ICT Unit asks client to fill out a Client Satisfaction Survey form.	None	15 minutes	ICT Unit
2 steps	4 steps	None	3 days and 50 minutes	

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Prepared by:	Reviewed by:	Approved by:	
JOHN DARRYL S. MERCADO Information Technology Officer	DR. AURELIO G. ALFONSO, CESE OIC, ASDS	DR. ROMELA M. CRUZ, CESE OIC, SDS	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

December 16, 2021

OFFICE MEMORANDUM
 No. 12-14 s, 2021

**DEPLOYMENT OF ICT-SOP-003 REVISION 00
 TITLED UPLOADING OF PUBLICATIONS**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Uploading of Publications
Document No.	ICT-SOP-003
Revision:	00
Effective Date:	December 27, 2021
Process Owner:	John Darryll S. Mercado

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

JDSM/December 16, 2021





Schools Division Office of Mandaluyong

Standard Operating Procedure
prescribed to

- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Uploading of Publications	Document No.:	ICT-SOP-003
Objective:	This describes the procedures in the uploading of publications on the official website and social media accounts.	Revision:	00
		Effective Date:	December 27, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Uploading of Publications Request Sheet	ICT Unit
Memoranda/Advisories	Records Section
Issuances Bidding Documents Invitation to Bid Request for Quotations Notice of Award Notice to Proceed	Bids and Awards Committee
Announcements/Articles	SDO Employee

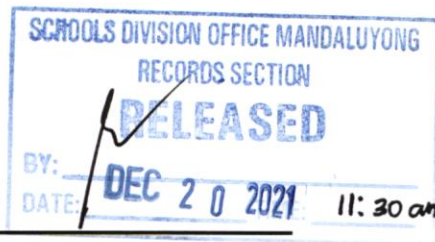
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Accomplish the Uploading of Publications Request Sheet	1.1 Receive the documents and other publication materials	None	2 minutes	ICT Unit
	1.2 Analyze the content and schedule	None	3 minutes	ICT Unit
	1.3 Upload the document and/or publication materials on the website or social media accounts	None	5 minutes	ICT Unit
1 steps	2 steps	None	10 minutes	

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Prepared by: JOHN DARRYLL S. MERCADO Information Technology Officer	Reviewed by: DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by: DR. ROMELA W. CRUZ, CESE OIC, SDS	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

December 16, 2021

OFFICE MEMORANDUM
 No. 12-12 s, 2021

**DEPLOYMENT OF ICT-SOP-001 REVISION 00
 TITLED USER ACCOUNT MANAGEMENT
 OF CENTRALLY-MANAGED SYSTEMS**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	User Account Management of Centrally-Managed Systems
Document No.	ICT-SOP-001
Revision:	00
Effective Date:	December 27, 2021
Process Owner:	John Darryll S. Mercado

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

JDSM/December 16, 2021





Schools Division Office of Mandaluyong

Standard Operating Procedure

prescribed to



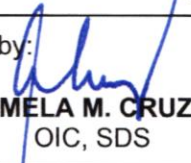
- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	User Account Management for Centrally Managed Systems	Document No.:	ICT-SOP-001
Objective:	Creation, deletion and renaming of user accounts, and resetting of passwords for regular SDO proper and field personnel. This includes, but not limited to, Google and Microsoft accounts, DPDS, and others.	Revision:	00
		Effective Date:	December 27, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Pages:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
SDO Mandaluyong Account Reset Form	https://bit.ly/mndreset
SDO Mandaluyong CREATE Requests Sheet (ICT Coordinators access only)	https://bit.ly/sdomcreate

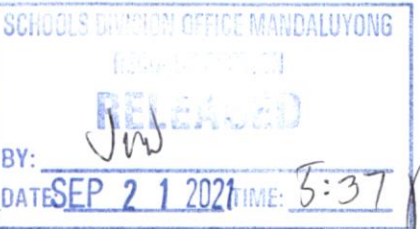
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
CREATION OF ACCOUNTS				
1. ICT Coordinators fill out the SDO Mandaluyong CREATE Requests Sheet	1.1 If Google accounts, ICT Unit creates an account in the division Admin console. If Microsoft accounts, ICT unit fills out Office 365 Identity and Account Management Form ver. 3 and waits for the email of Central Office.	None	5 minutes	ICT Unit
	1.2 Once an account is created, ICT Unit provides to the requestor via email.	None	2 minutes	ICT Unit
1 step	2 steps	None	7 minutes	
RESETTING OF ACCOUNT PASSWORDS				
1. Requestor fills out SDO Mandaluyong	1.1 ICT Unit reset account passwords based on information	None	3 minutes	ICT Unit

Account Reset Form	provided.			
	1.2 Once account password is reset, ICT Unit provides to the requestor via email.	None	2 minutes	ICT Unit
1 step	2 steps	None	5 minutes	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:</p>  <p>JOHN DARRYLL S. MERCADO Information Technology Officer</p>	<p>Reviewed by:</p>  <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:</p>  <p>DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office – Mandaluyong City



September 21, 2021

**Office of the Schools Division
 Superintendent**

OFFICE MEMORANDUM
 No. 09-28 s, 2021

**DEPLOYMENT OF LEG-SOP-001 REVISION 01
 TITLED AS FILING OF COMPLAINT**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Filing of Complaint
Document No.	LEG-SOP-001
Revision:	01
Effective Date:	September 22, 2021
Process Owner:	Ma. Bernice Doreen M. Aberin

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE



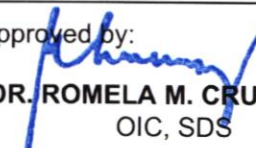
SVO/JDSM/September 21, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> DepEd Citizen's Charter, RA 11032 Ease of Doing Business Act, EO 2, s. 2016 Freedom of Info. Act RA 10173 Data Privacy Act 	
Process Title:	Filing of Complaint	Document No.:	LEG-SOP-001
Objective:	Person who has a cause of action may file an administrative complaint against teaching/teaching related personnel and non-teaching personnel of the DepEd, compliant with the requirements under Sections 4 and 5 of DepEd Order No. 49 s. 2006 or Revised Rules of Procedures of the Department of Education in Administrative Cases	Revision:	01
		Effective Date:	September 22, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Copy of the Formal Complaint under oath containing a certification/statement on non-forum shopping	Complainant
2. Copy of Certified True Copies of documentary evidence and affidavits of witness	

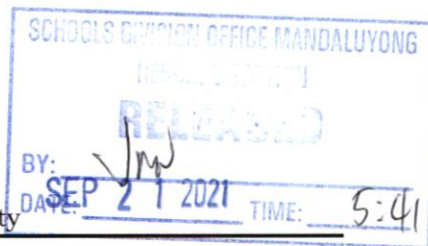
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Complainant submits the formal complaint with supporting evidence, if necessary	1.1 Receive and evaluate the formal requirements of a complaint pursuant to D.O. 49, s. 2006 a. Noncompliant: Issue a checklist of requirements, give appropriate advice, and request the client to sign the Walk-In Client Intake and Action Form b. Compliant: Request the client to proceed to the Records Section for processing	None	20 minutes	Legal Unit staff
2. Submit checked complaint and supporting evidences to Records Section	2.1 Records Section receives the complaint and provide copies to Legal Unit and to the complainant	None	5 minutes	Records Section staff
2 steps	2 steps	None	25 minutes	

<p style="text-align: center;">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>	<p style="text-align: center;">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>
Prepared by:  ATTY. MA. BERNICE DOREEN M. ABERIN Legal Officer	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS
Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 21, 2021

OFFICE MEMORANDUM

No. 09-29 s, 2021

**DEPLOYMENT OF LEG-SOP-002 REVISION 00
 TITLED AS ISSUANCE OF CERTIFICATE OF NO PENDING CASE**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Issuance of Certificate of No Pending Case
Document No.	LEG-SOP-002
Revision:	00
Effective Date:	September 22, 2021
Process Owner:	Ma. Bernice Doreen M. Aberin

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE




SVO/JDSM/September 21, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Issuance of Certificate of No Pending Case	Document No.:	LEG-SOP-002
Objective:	Certificate of No Pending Administrative Case is one of the requirements when applying for clearance. This is to ensure that the requesting DepEd Non-Teaching Personnel has no pending administrative case filed before any office of the Department before allowing him/her to travel to foreign countries or to permanently leave his/her office through resignation or retirement.	Revision:	00
		Effective Date:	September 22, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Government issued ID	Requesting Entity
2. Online Request Form	https://bit.ly/nopendingcaseform

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Client fills out the online request form	1.1 Legal Unit review and check requirement/s & verify from the list of formally charged employees If employee does not have a pending case, issue certification / sign clearance If employee has a pending administrative case, inform employee that he/she will be cleared after case has been resolved or sanction has been completed	None	10 minutes	Legal Assistant /Legal Officer
	1.2 If verified, release certificate via email or printed copy	None	5 minutes	
1 steps	2 steps	None	10 minutes	

Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph		Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.	
Prepared by:  ATTY. MA. BERNICE DOREEN M. ABERIN Legal Officer	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City

9/21/21

SCHOOLS DIVISION OFFICE MANDALUYONG

BY: JMN

SEP 21 2021 TIME: 5:44 PM

**Office of the Schools Division
 Superintendent**

September 21, 2021

OFFICE MEMORANDUM

No. 09-30 s, 2021

**DEPLOYMENT OF LEG-SOP-003 REVISION 00 TITLED AS
 REQUEST FOR CORRECTION OF ENTRIES IN SCHOOL RECORDS**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Request for Correction of Entries in School Records
Document No.	LEG-SOP-003
Revision:	00
Effective Date:	September 22, 2021
Process Owner:	Ma. Bernice Doreen M. Aberin

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/September 21, 2021



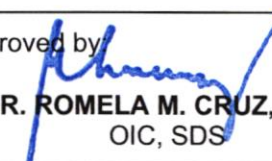


 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Request for Correction of Entries in School Records	Document No.:	LEG-SOP-003
Objective:	This process covers the rectification of personal information in scholastic records. It is a remedy for any student whose school records contain error/s which is/are purely typographical in nature, and which can be corrected by the issuance of a Resolution directing the correction of such error/s.	Revision:	00
		Effective Date:	September 22, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application indicating the entry/entries to be corrected	Requesting party
2. Certificate of Live Birth issued by Philippine Statistics Authority	PSA
3. Certified true copy of Form 137 or FS 9 or Diploma whichever is applicable	School
4. Affidavit of Two Disinterested Persons applicable	Affiants
5. Other documents that may be required by the Attorney III of the Division Office in order to prove the application	Requesting party
6. Authorization Letter or Special Power of Attorney (if the application is filed by the person other than the owner of the record)	Requesting party
7. Data Privacy Consent Form	Legal Unit

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit all the required documents and fill out the application form for Correction of Entries in the School Records	1.1 Review and check all the Requirements submitted as to completeness. a. If complete, proceed to verification and evaluation of documents. b. If incomplete, return the documents to the applicant with an advice as to how to acquire his/her deficiency	None	10 minutes	Legal Staff / Legal Officer
	1.2 Verify the authenticity of all required documents and run the original PSA Birth Certificate under the UV Blue Lamp to	None	5 minutes	

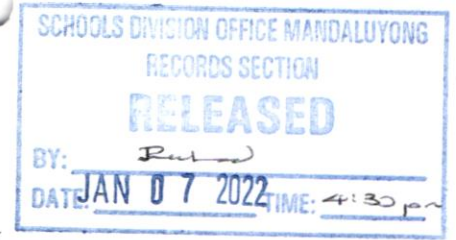
	determine existence of PSA seal			
2. Client/Applicant will fill out and sign the Data Privacy Consent Form	2.1 Verify the completeness of the filled-out of form	None	2 minutes	
	2.2 Endorse/recommend to the SDS or in his absence, the ASDS, the granting of the application.	None	5 minutes	Legal Officer
	2.3 A signed Order will be issued by the SDS or, in his absence, the ASDS, to the public or private school to change the entries in the school records of the applicant	None	1 day	SDS
3. Receive a copy of the receipt	3.1 Release a copy of the Order to the applicant and to the concerned school	None	3 minutes	Legal Unit personnel
3 steps	6 steps	None	1 day and 25 minutes	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:</p>  <p>ATTY. MA. BERNICE DOREEN M. ABERIN Legal Officer</p>	<p>Reviewed by:</p>  <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:</p>  <p>DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 7, 2022

OFFICE MEMORANDUM
 No. 003, s. 2022

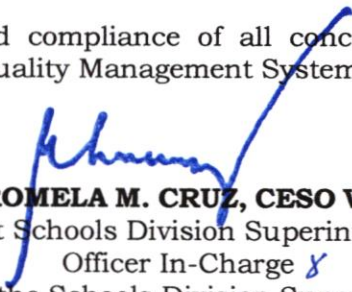
**DEPLOYMENT OF ADM-SOP-023 REVISION 00 TITLED AS
 APPLICATION FOR ERF (EQUIVALENT RECORD FORM)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Application for ERF (Equivalent Record Form)
Document No.	ADM-SOP-023
Revision:	00
Effective Date:	January 10, 2022
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 7, 2022



Calbayog St., Brgy. Highway Hills, Mandaluyong City
 OSDS 79555921 • AO 79561263 • CID 79552557 • SGOD 85349810
 sdo.mandaluyong@deped.gov.ph • www.depedmandaluyong.org





Schools Division Office of Mandaluyong

Standard Operating Procedure
prescribed to

- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Application for ERF (Equivalent Record Form)	Document No.:	ADM -SOP-023
Objective:	To establish a clear and systematic procedure in the submission, receiving and taking action of ERF. This service is to validate the classification level of teachers covered by the Teachers' Pay Preparation Schedule (TPPS). The Personnel Section will assess and validate the documents submitted to be endorsed to the Regional Office for approval.	Revision:	00
		Effective Date:	January 10, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	4

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Teacher II-III</p> <ol style="list-style-type: none"> 1. Endorsement Letter signed by School Head (3 Original copies) 2. Duly accomplished Equivalent Record Form (ERF) (4 original copies) 3. Authenticated Copy of Transcript of Records in the Masteral Course signed by the School Registrar (1 original and 3 photocopy) 4. Permit to Study or Accreditation of units in the Masteral Course (1 original and 3 photocopy) 5. Plantilla Allocation List (4 copies) 6. Service Record (2 copies) 7. Accomplished Checklist of Requirements (chronologically arranged) (4 copies) 	<p>School Head</p> <p>Client</p> <p>Graduate School Registrar</p> <p>Client</p> <p>Personnel Section In-Charge Personnel Section In-Charge Personnel Section In-Charge</p>
<p>SPED Teacher I-II</p> <ol style="list-style-type: none"> 1. Endorsement Letter signed by School Head (3 Original copies) 2. Duly accomplished Equivalent Record Form (ERF) (4 original copies) 3. Authenticated Copy of Transcript of Records in the Masteral Course signed by the School Registrar (1 original and 3 photocopy) 4. Permit to Study or Accreditation of units in the Masteral Course (1 original and 3 photocopy) 5. Certificates of Trainings for the last five years (at least 24 hours) (1 photocopy) 6. Certification that the candidate has Very Satisfactory Rating for the last three (3) years (IPCRF) and *has three (3) years experience teaching children in any of the categories of children with special needs signed by the Principal and attested by the Schools Division Superintendent (4 copies) <p>* with template</p>	<p>School Head</p> <p>Client</p> <p>Graduate School Registrar</p> <p>Client</p> <p>School Head</p>

<p>7. ** Data on the number of learners enrolled in the category of children with special needs handled by the Candidate. ** with template</p> <p>8. Justification for the need of the position (2 copies)</p> <p>9. Plantilla Allocation List (4 copies)</p> <p>10. Service Record (2 copies)</p> <p>11. Rank List of all personnel who are qualified for the desired position, duly signed by the Chairman and Members of the Human Resource Merit and Promotion Selection Board (HRMPSB) and approved by the SDS or Certification that the applicant is a lone candidate. (2 copies)</p> <p>12. Accomplished Checklist of Requirements (chronologically arranged) (4 copies)</p>	<p>School Head</p> <p>School Head</p> <p>Personnel Section In-Charge Personnel Section In-Charge Personnel Section In-Charge</p> <p>Personnel Section In-Charge</p>
<p>Head Teacher I-VI</p> <p>1. Endorsement Letter signed by School Head (3 Original copies)</p> <p>2. Duly accomplished Equivalent Record Form (ERF) (4 original copies)</p> <p>3. Authenticated Copy of Transcript of Records in the Masteral Course signed by the School Registrar (1 original and 3 photocopy)</p> <p>4. Permit to Study or Accreditation of units in the Masteral Course (1 original and 3 photocopy)</p> <p>5. Certificates of Trainings for the last five years (at least 24 hours) (1 photocopy)</p> <p>6. *Certification that the candidate has Very Satisfactory Rating for the last three (3) years (IPCRF) (2 copies) * with template</p> <p>7. List of teachers in each of the eight (8) major subject areas, duly identified by their respective item number per Plantilla of Personnel, each page duly signed/certified correct by the head of the school and attested by the School's Division Superintendent (2 copies) ** with template</p> <p>8. Updated copy of the School's Plantilla of Personnel for the current Fiscal Year - please mark/highlight the name of the teachers in the subject area of the teacher for reclassification (1 copy)</p> <p>9. Justification for the need of the position (2 copies)</p> <p>10. SF7 for the current School Year (1 copy)</p> <p>11. Plantilla Allocation List (4 copies)</p> <p>12. Service Record (2 copies)</p> <p>11. Rank List of all personnel who are qualified for the desired position, duly signed by the Chairman and Members of the Human Resource Merit and Promotion Selection Board (HRMPSB) and approved by the SDS or Certification that the applicant is a lone candidate. (2 copies)</p> <p>12. Accomplished Checklist of Requirements (chronologically arranged) (4 copies)</p>	<p>School Head</p> <p>Client</p> <p>Graduate School Registrar</p> <p>Client</p> <p>Client</p> <p>School Head</p> <p>School Head</p> <p>Personnel Section In-Charge</p> <p>School Head</p> <p>School Head Personnel Section In-Charge Personnel Section In-Charge Personnel Section In-Charge</p> <p>Personnel Section In-Charge</p>

Master Teacher I-II

1. Endorsement Letter signed by School Head (3 Original copies)
2. Authenticated Copy of Transcript of Records in the Masteral Course signed by the School Registrar (1 original and 3 photocopy)
3. Permit to Study or Accreditation of units in the Masteral Course (1 original and 3 photocopy)
4. Certificates of Relevant Trainings (at least 24 hours) - not used during the last promotion (1 certified true copy)
5. *Certification that the candidate has Very Satisfactory Rating for the last three (3) years (IPCRF) (2 copies)
* with template
6. Personal Data Sheet (Form 212) (2 original)
7. SF7 for the current School Year duly signed by the School Head and the SDS (1 copy)
- 8. For Junior High School:**
List of teachers in each of the eight (8) major subject areas, duly identified by their respective item number per Plantilla of Personnel, each page duly signed/certified correct by the School Head and attested by the Schools Division Superintendent (SDS) indicating S.Y. (2 copies)
For Elementary:
List of Teachers by school in a District with corresponding item number each page duly signed/ certified correct by the School Head and attested by the SDS indicating S.Y. (2 copies)
9. Recommendation of the SDS (3 copies)
10. Plantilla Allocation List (4 copies)
11. Service Record (2 copies)
11. Rank List of all personnel who are qualified for the desired position, duly signed by the Chairman and Members of the Human Resource Merit and Promotion Selection Board (HRMPSB) and approved by the SDS (2 copies)
12. Accomplished Checklist of Requirements (chronologically arranged) (4 copies)

School Head

Graduate School Registrar

Client

Client

School Head

Client
School Head

School Head



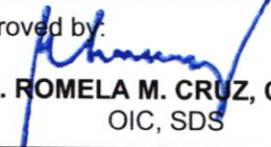
School Head

SDS
Personnel Section In-Charge
Personnel Section In-Charge
Personnel Section In-Charge

Personnel Section In-Charge

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit all documentary requirements	1.1. Check the document as to completeness	None	15 minutes	Personnel Section In-Charge
	1.2. Receive the complete documents	None	15 minutes	Records Section Person-in-Charge
	1.3. Forward the complete document to the Personnel Section for appropriate Action	None	2 hours <small>(the document should be placed first at the box with UV light before forwarding the documents)</small>	Records Section Person-in-Charge
	1.4. Review the submitted complete	None	2 hours	Personnel Section Person-in-Charge

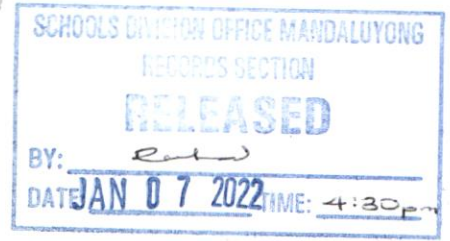
	documents and provide appropriate action			
	1.5. Check the acted ERF, sign and initial the documents	None	30 minutes	Personnel Officer
	1.6. Forward to the Office of the AO for recommending approval	None	15 minutes	Personnel Section Person-in-Charge
	1.7. Forward to the Office of the SDS for Approval	None	15 minutes	AO V Office Person-in-Charge
	1.8. Sign the ERF documents	None	1 day	ASDS / SDS
	1.9 Forward the signed ERF documents to the Personnel Section	None	15 minutes	SDS Office Person-in-Charge
	1.10 Indorse the ERF application to Regional Office through liaison officer	None	15 minutes	Personnel Section Person-in-Charge
1 step	10 steps	None	1 day, 4 hours per transaction	

<p>Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p>Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:  MENCHIE DC. KUBAYASHI Personnel Officer</p>	<p>Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:  DR. ROMELA M. CRUZ, CESO VI OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 7, 2022

OFFICE MEMORANDUM
 No. 004, s. 2022

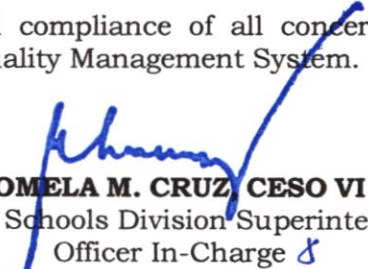
**DEPLOYMENT OF ADM-SOP-024 REVISION 00
 TITLED AS APPLICATION FOR LEAVE**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Application for Leave
Document No.	ADM-SOP-024
Revision:	00
Effective Date:	January 10, 2022
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent,
 Officer In-Charge &
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 7, 2022





Schools Division Office of Mandaluyong

Standard Operating Procedure
prescribed to

- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Application for Leave	Document No.:	ADM -SOP-024
Objective:	To establish a clear and systematic procedure in the submission, receiving and taking action of leave. Leave of absence, for any person other than serious illness of an officer or employee or any member of his family, must be contingent upon the needs of the service. The grant vacation leave is discretionary on the part of the agency head or authority concerned; thus, mere filing of such leave application does not entitle an officer or employee to go on leave outright.	Revision:	00
		Effective Date:	January 10, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	5

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Vacation Leave</p> <p>1. CSC Form 6 Revised 2020 (3 original copies)</p> <p>2. Clearance Form, only if traveling abroad, or if traveling local for more than 15 days (4 original copies)</p> <p>If 30 days or more,</p> <p>2. Letter request (3 copies: 1 original and 2 photocopies)</p> <p>3. Certificate of last day of service (3 copies: 1 original and 2 photocopies)</p> <p>4. Endorsement from the School Head (3 copies: 1 original and 2 photocopies)</p> <p>* Shall be filed five (5) days in advance</p>	<p>Personnel Section / Person-in-Charge in the school Client</p> <p>Client</p> <p>School Head</p> <p>School Head</p>
<p>Sick Leave</p> <p>1. CSC Form 6 Revised 2020 (3 original copies)</p> <p>2. Medical Certificate, if more than 5 days sick leave (3 copies: 1 original and 2 photocopies)</p> <p>If 30 days or more,</p> <p>2. Letter request (3 copies: 1 original and 2 photocopies)</p> <p>3. Certificate of last day of service (3 copies: 1 original and 2 photocopies)</p> <p>4. Endorsement from the School Head (3 copies: 1 original and 2 photocopies)</p> <p>* It shall be filed immediately upon employee's return from such leave. * If filed in advance or exceeding five (5) days, application shall be accompanied by a <u>medical certificate</u>. In case medical consultation was not availed of, an <u>affidavit</u> should be executed by an applicant.</p>	<p>Personnel Section / Person-in-Charge in the school Client</p> <p>Client</p> <p>School Head</p> <p>School Head</p>
<p>Paternity Leave</p> <p>1. CSC Form 6 Revised 2020 (3 original copies)</p> <p>2. Letter request, if necessary (3 copies: 1 original</p>	<p>Personnel Section / Person-in-Charge in the school Client</p>

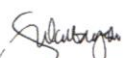

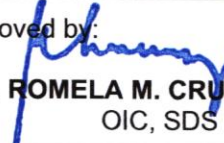
<p>and 2 photocopies) Additional Requirements: <ul style="list-style-type: none"> • Marriage Contract/Certificate (1 photocopy) • Birth Certificate of Child or Medical Certificate of Wife if Miscarriage (1 photocopy) </p>	<p>Client Client</p>
<p>Maternity Leave 1. CSC Form 6 Revised 2020 (3 original copies) 2. Letter request (3 copies: 1 original and 2 photocopies) 3. Medical Certificate (3 copies: 1 original and 2 photocopies) 4. Certificate of last day of service (3 copies: 1 original and 2 photocopies) 5. Endorsement from the School Head (3 copies: 1 original and 2 photocopies) Additional Requirements: 6. Accomplished Notice of Allocation of Maternity Leave Credits to the father of caregiver (CS Form No. 6a), if needed</p>	<p>Personnel Section / Person-in-Charge in the school Client Client School Head School Head</p>
<p>Solo Parent Leave 1. CSC Form 6 Revised 2020 (3 original copies) 2. Letter request, if necessary (3 copies: 1 original and 2 photocopies) Additional Requirements: <ul style="list-style-type: none"> • Birth Certificate of child (1 photocopy) • Updated Solo Parent ID (1 photocopy) * It shall be filed in advance or whenever possible five (5) days before going on such leave</p>	<p>Personnel Section / Person-in-Charge in the school Client Client Client</p>
<p>Special Privilege Leave 1. CSC Form 6 Revised 2020 (3 original copies) * It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.</p>	<p>Personnel Section / Person-in-Charge in the school Client</p>
<p>Forced Leave 1. CSC Form 6 Revised 2020 (3 original copies) * Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying with the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.</p>	<p>Personnel Section / Person-in-Charge in the school Client</p>
<p>VAWC Leave 1. CSC Form 6 Revised 2020 (3 original copies) 2. Letter request (3 copies: 1 original and 2 photocopies) 3. It shall be accompanied by any of the following supporting documents (1 photocopy): a. Barangay Protection Order (BPO) obtained from the barangay; b. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court; c. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or a.</p>	<p>Personnel Section / Person-in-Charge in the school Client Client</p>

<p>Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or</p> <p>d. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.</p> <p>4. Endorsement from the School Head (3 copies: 1 original and 2 photocopies)</p>	<p>School Head</p>
<p>Leave of Absence under the Magna Carta of Women (Special Leave Benefits for Women)</p> <ol style="list-style-type: none"> 1. CSC Form 6 Revised 2020 (3 original copies) 2. Letter request (3 copies: 1 original and 2 photocopies) 3. Medical Certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the perioperative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same (3 copies: 1 original and 2 photocopies) 4. Certificate of last day of service (3 copies: 1 original and 2 photocopies) 5. Endorsement from the School Head (3 copies: 1 original and 2 photocopies) <p>* The application may be filed in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.</p>	<p>Personnel Section / Person-in-Charge in the school Client</p> <p>Client</p> <p>School Head</p> <p>School Head</p>
<p>Special Emergency (Calamity) Leave</p> <ol style="list-style-type: none"> 1. CSC Form 6 Revised 2020 (3 original copies) 2. Valid ID to verify the and validate the place of residence (1 photocopy) 3. Barangay Certification that the employee's residence has been affected and under state of calamity (1 photocopy) <p>* The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster.</p>	<p>Personnel Section / Person-in-Charge in the school Client</p> <p>Client</p>
<p>Rehabilitation Leave</p> <ol style="list-style-type: none"> 1. CSC Form 6 Revised 2020 (3 original copies) 2. Letter request (3 copies: 1 original and 2 photocopies) 3. Medical Certificate on the nature of injuries the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be (3 copies: 1 original and 2 photocopies) 	<p>Personnel Section / Person-in-Charge in the school Client</p> <p>Client</p>

<p>4. Certificate of last day of service (3 copies: 1 original and 2 photocopies)</p> <p>5. Endorsement from the School Head (3 copies: 1 original and 2 photocopies)</p> <p>* Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.</p>	<p>School Head</p> <p>School Head</p>
<p>Adoption Leave</p> <p>1. CSC Form 6 Revised 2020 (3 original copies)</p> <p>2. Letter request (3 copies: 1 original and 2 photocopies)</p> <p>3. Authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD) (1 photocopy)</p>	<p>Personnel Section / Person-in-Charge in the school Client</p> <p>Client</p>
<p>Sabbatical/Study Leave</p> <p>1. CSC Form 6 Revised 2020 (3 original copies)</p> <p>2. Letter request (3 copies: 1 original and 2 photocopies)</p> <p>3. Prescribed Form of Schedule of Teacher who will go on study leave under R.A. No. 4670</p> <p>4. Study Leave Agreement</p> <p>5. D.O. Clearance</p> <p>6. Performance Rating for the Last 3 years</p> <p>7. Proof that the Teacher is enrolled (if any)</p> <p>8. Medical Certificate - physically fit</p> <p>9. Certificate of last day of service (3 copies: 1 original and 2 photocopies)</p> <p>10. Endorsement from the School Head (3 copies: 1 original and 2 photocopies)</p>	<p>Personnel Section / Person-in-Charge in the school Client</p> <p>Personnel Section / Person-in-Charge in the school Client Client Client Client School Head School Head</p>

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit complete documentary requirements within the prescribed timeline from the concerned office.	1.1. Check the document as to completeness	None	15 minutes	Personnel Section Person-in-Charge
	1.2. Receive the complete documents	None	15 minutes	Records Section Person-in-Charge
	1.3. Forward the complete document to the Personnel Section for appropriate Action	None	2 hours <small>(the document should be placed first at the box with UV light before forwarding the documents)</small>	Records Section Person-in-Charge
	1.4. Review the submitted complete document and provide appropriate action	None	1 hour	Personnel Section Person-in-Charge
	1.5 Check the acted leave, sign and initial the documents	None	30 minutes	Personnel Officer

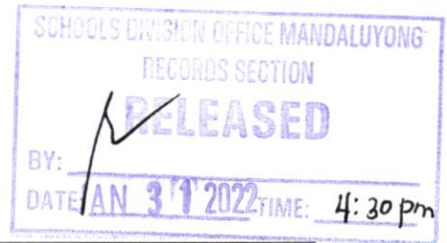
	1.6. Forward to the Office of the AO V/ ASDS Office for recommending approval	None	15 minutes	Personnel Section Person-in-Charge
	1.7. Forward to the Office of the SDS/ASDS for Approval	None	15 minutes	AO V Office/ ASDS Office Person-in-Charge
	1.8. Sign and approve the leave	None	1 day	ASDS / SDS
	1.9. Forward the approve leave to the Personnel Section	None	15 minutes	ASDS/SDS Office Person-in-Charge
	1.10. Sort and segregate the approve leave (for SDO, for school and for employees' file)	None	15 minutes	Personnel Section Person-in-Charge
	1.11. Forward the approved leave to the Records Section for release	None	15 minutes	Personnel Section Person-in-Charge
	1.12 Release the approved leave	None	15 minutes	Records Section Person-in-Charge
2. Receive the approved leave	2.1 File necessary records.	None	5 minutes	Records Section Person-in-Charge
2 steps	13 steps	None	1 day, 5 hours, 35 minutes per transaction	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by: </p> <p>MENCHIE D.C. KUBAYASHI Personnel Officer</p>	<p>Reviewed by: </p> <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by: </p> <p>DR. ROMELA M. CRUZ, CESO VI OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 31, 2022

OFFICE MEMORANDUM
 No. 644, s. 2022

**DEPLOYMENT OF ADM-SOP-038 REVISION 00 TITLED AS
 APPLICATION FOR PERMIT TO TEACH**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Application for Permit to Teach
Document No.	ADM-SOP-038
Revision:	00
Effective Date:	February 2, 2022
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 31, 2022



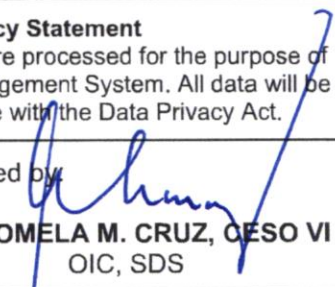


 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Application for Permit to Teach	Document No.:	ADM -SOP-038
Objective:	To establish a clear and systematic procedure in the submission, receiving and taking action of permit to teach.	Revision:	00
		Effective Date:	February 2, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter-Request with recommending approval of the School Head / Immediate Superior (3 copies)	Concerned Employee and School Head / Immediate Superior
2. Endorsement from the School Head / Immediate Superior (3 copies)	School Head / Immediate Superior
3. Prescribed Form of Request for Permit to Teach (3 copies)	Concerned Employee
4. Information Required in Connection with the Request for Permission to Teach Outside Office Hours (3 copies)	Concerned Employee
5. Certification from the University of the Teaching Assignments (3 copies)	University
6. Medical Certificate stating that the employee is fit (3 copies)	Medical Doctor

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit complete documentary requirements within the prescribed timeline from the concerned office.	1.1 Check the documents as to completeness.	None	15 minutes	Personnel Section Person-in-Charge
	1.2 If incomplete, return the papers and coordinate with concerned office/personnel to request lacking documents and/or confirm any inconsistencies.	None	20 minutes	Personnel Section Person in-Charge
	If complete and accurate, receive the documents.	None	15 minutes	Records Section Person in-Charge

	1.3 Forward the complete documents to the Personnel Section for appropriate action.	None	2 hours <small>(the document should be placed first at the box with UV light before forwarding the documents)</small>	Records Section Person-in-Charge
	1.4 Review the submitted complete documents and provide appropriate action.	None	1 hour	Personnel Section Person-in-Charge
	1.5 Check the papers and initial the documents.	None	30 minutes	Personnel Officer
	1.6 Forward to the SDS for signature.	None	15 minutes	Personnel Section Person-in-Charge
	1.7 Sign the documents.	None	1 day	SDS
	1.8 Forward the signed documents to the Personnel Section.	None	15 minutes	SDS Office Person-in-Charge
	1.9 Sort and segregate the signed documents (for SDO file and for school/teacher's copy).	None	15 minutes	Personnel Section Person-in-Charge
2. Forward the documents to the Records Section.		None	10 minutes	Personnel Section Person-in-Charge
3. Receive the documents.	3.1 Place the signed documents to the school's pigeon hall for school/teacher's copy.	None	10 minutes	Records Section Person-in-Charge
3 steps	10 steps	None	1 day, 5 hours, 25 minutes per transaction	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:</p>  <p>MENCHIE D.C. KUBAYASHI Personnel Officer</p>	<p>Reviewed by:</p>  <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:</p>  <p>DR. ROMELA M. CRUZ, CESO VI OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 31, 2022

OFFICE MEMORANDUM

No. 043, s. 2022

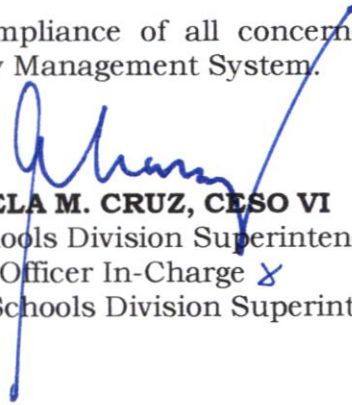
**DEPLOYMENT OF ADM-SOP-037 REVISION 00 TITLED AS
 APPLICATION FOR REINSTATEMENT FROM LEAVE**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Application for Reinstatement from Leave
Document No.	ADM-SOP-037
Revision:	00
Effective Date:	February 2, 2022
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge X
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 31, 2022



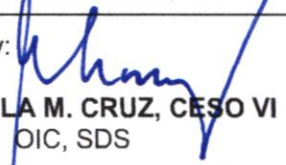


 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Application for Reinstatement from Leave	Document No.:	ADM-SOP-037
Objective:	To establish a clear and systematic procedure in the submission, receiving and taking action of reinstatement from leave.	Revision:	00
		Effective Date:	February 2, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter-Request (3 copies)	Concerned Employee
2. Endorsement from the School Head (3 copies)	School Head
3. First Day of Service (3 copies)	School Head
4. Medical Certificate stating that the employee is fit to work (3 copies)	Medical Doctor

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit complete documentary requirements within the prescribed timeline from the concerned office.	1.1. Check the documents as to completeness	None	15 minutes	Personnel Section Person-in-Charge
	1.2. If incomplete, return the papers and coordinate with concerned office/personnel to request lacking documents and/or confirm any inconsistencies. If complete and accurate, receive the documents.	None	20 minutes 15 minutes	Personnel Section Person in-Charge Records Section Person in-Charge
	1.3. Forward the complete documents to the Personnel Section for appropriate Action	None	2 hours <small>(the document should be placed first at the box with UV light before forwarding the documents)</small>	Records Section Person-in-Charge
	1.4. Review the submitted complete document and provide appropriate action	None	1 hour	Personnel Section Person-in-Charge

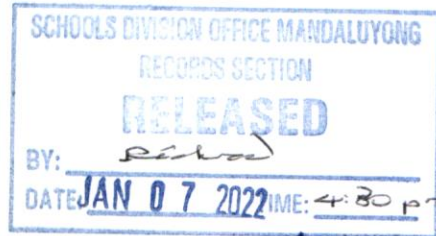
	1.5. Check the reinstatement and initial the documents	None	30 minutes	Personnel Officer
	1.6. Forward to the SDS for signature	None	15 minutes	Personnel Section Person-in-Charge
	1.7. Sign the documents	None	1 day	SDS
	1.8. Forward the signed documents to the Personnel Section	None	15 minutes	SDS Office Person-in-Charge
	1.9. Sort and segregate the signed documents (for SDO file, for NCR and for school/teacher's copy)	None	15 minutes	Personnel Section Person-in-Charge
2. Forward the documents to the Records Section		None	10 minutes	Personnel Section Person-in-Charge
3. Receive the documents	3.1 Place the signed documents to the school's pigeon hall for school/ teacher's copy	None	10 minutes	Records Section Person-in-Charge
4. Release the documents	4.1 Release the signed endorsement and documents to the Liaison Officer for submission to DepEd NCR	None	15 minutes	Records Section Person-in-Charge
4 steps	11 steps	None	1 day, 5 hours, 40 minutes	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:</p>  <p>MENCHIE D.C. KUBAYASHI Personnel Officer</p>	<p>Reviewed by:</p>  <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:</p>  <p>DR. ROMELA M. CRUZ, CESO VI OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 7, 2022

OFFICE MEMORANDUM
 No. 005, s. 2022

**DEPLOYMENT OF ADM-SOP-025 REVISION 00
 TITLED AS APPLICATION FOR RETIREMENT**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Application for Retirement
Document No.	ADM-SOP-025
Revision:	00
Effective Date:	January 10, 2022
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 7, 2022



Calbayog St., Brgy. Highway Hills, Mandaluyong City
OSDS 79555921 • AO 79561263 • CID 79552557 • SGOD 85349810
 sdo.mandaluyong@deped.gov.ph • www.depedmandaluyong.org





Schools Division Office of Mandaluyong

Standard Operating Procedure

prescribed to

- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act




Process Title:	Application for Retirement	Document No.:	ADM-SOP-025
Objective:	To establish a clear and systematic procedure in the submission, receiving and taking action of retirement papers.	Revision:	00
		Effective Date:	January 10, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	3

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. GSIS application for retirement benefits (5 copies)	Personnel Section In-Charge
2. Service Record (5 copies)	Personnel Section In-Charge
3. Division Office Clearance (5 copies)	Personnel Section In-Charge
4. CSC Form No. 7 Clearance Form (5 copies)	Personnel Section In-Charge
5. Statement of Assets and Liabilities (5 copies)	Client
6. Certificate of No Pending Administrative Case (5 copies)	Teachers and teaching-related: NCR Legal Office Non-Teaching Personnel: SDO Legal Office
7. Certificate of Last Day of Service (5 copies)	School-based: School Head Non-school based: SDO Personnel Officer
8. Certification of leave without pay (5 copies)	Personnel Section In-Charge
9. Certificate of Last Salary Received (5 copies)	NCR Regional Payroll Services Unit (RPSU)
10. Provident Clearance (1 original and 4 copies)	NCR Regional Payroll Services Unit (RPSU)
11. Ombudsman Clearance (1 original and 4 copies)	Ombudsman's Office

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit all documentary requirements	1.1. Check the document as to completeness	None	25 minutes	Personnel Section In-Charge
	1.2. Receive the complete documents	None	15 minutes	Records Section Person-in-Charge
	1.3. Forward the complete document to the Personnel Section for appropriate Action	None	2 hours <small>(the document should be placed first at the box with UV light before forwarding the documents)</small>	Records Section Person-in-Charge

	1.4. Review the submitted complete documents and provide appropriate action	None	2 hours	Personnel Section Person-in-Charge
	1.5 Check the acted retirement documents, sign and initial the documents	None	1 hour	Personnel Officer
	1.6. Forward to the Accountant for signature of the D.O. Clearance and CSC Form No. 7 Clearance	None	10 minutes	Personnel Section Person-in-Charge
	1.7 Sign the D.O. Clearance and CSC Form No. 7 Clearance	None	30 minutes	Accountant
	1.8. Forward to the Cashier for signature of the D.O. Clearance and CSC Form No. 7 Clearance	None	10 minutes	Personnel Section Person-in-Charge
	1.9. Sign the D.O. Clearance and CSC Form No. 7 Clearance	None	30 minutes	Cashier
	1.10. Forward to the Supply and Property Officer for signature of the D.O. Clearance and CSC Form No. 7 Clearance	None	10 minutes	Personnel Section Person-in-Charge
	1.11. Sign the D.O. Clearance and CSC Form No. 7 Clearance	None	30 minutes	Supply and Property Officer
	1.12. Forward to the Librarian for signature of the CSC Form No. 7 Clearance	None	10 minutes	Personnel Section Person-in-Charge
	1.13. Sign the CSC Form No. 7 Clearance	None	30 minutes	Librarian
	1.14. Forward to the Legal Officer for signature of the D.O. Clearance and CSC Form No. 7 Clearance	None	10 minutes	Personnel Section Person-in-Charge
	1.15. Sign the D.O. Clearance and CSC Form No. 7 Clearance	None	30 minutes	Legal Officer

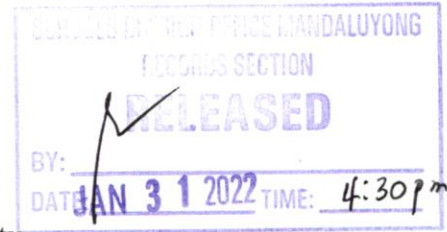
	1.16. Forward to the Administrative Officer V for signature of the D.O. Clearance	None	10 minutes	Personnel Section Person-in-Charge
	1.17. Sign the D.O. Clearance	None	30 minutes	Administrative Officer V
	1.18. Forward to the Office of the SDS for signature	None	15 minutes	AO V Office Person-in-Charge
	1.19. Sign the retirement papers	None	1 day	SDS
	1.20. Forward the signed retirement papers to the Personnel Section	None	15 minutes	SDS Office Person-in-Charge
	1.21. Sort and segregate the retirement papers (for SDO, for school and for employees' file, for GSIS)	None	20 minutes	Personnel Section Person-in-Charge
	1.22 Indorse the retirement papers to GSIS through liaison officer	None	15 minutes	Personnel Section Person-in-Charge
1 step	22 steps	None	2 days, 2 hours, 45 minutes per transaction	

<p>Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p>Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:  MENCHIE D.C. KUBAYASHI Personnel Officer</p>	<p>Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:  DR. ROMELA M. CRUZ, CESO VI OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 31, 2022

OFFICE MEMORANDUM

No. 045, s. 2022

**DEPLOYMENT OF ADM-SOP-039 REVISION 00 TITLED AS
 APPLICATION FOR SABBATICAL/STUDY LEAVE**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Application for Sabbatical/Study Leave
Document No.	ADM-SOP-039
Revision:	00
Effective Date:	February 2, 2022
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

[Signature]
ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 31, 2022





Schools Division Office of Mandaluyong

Standard Operating Procedure

prescribed to

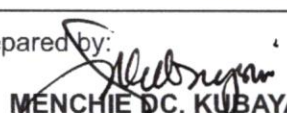

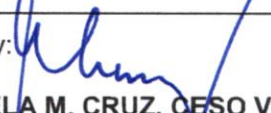
- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Application for Sabbatical/Study Leave	Document No.:	ADM-SOP-039
Objective:	To establish a clear and systematic procedure in the submission, receiving and taking action of sabbatical/study leave.	Revision:	00
		Effective Date:	February 2, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter-Request with recommending approval of the School Head / Immediate Superior (3 copies)	Concerned Employee and School Head / Immediate Superior
2. Endorsement from the School Head / Immediate Superior (3 copies)	School Head / Immediate Superior
3. Prescribed Form of Schedule of Teacher who will go on study leave under R.A. No. 4670 (3 copies)	Concerned Employee and School Head / Immediate Superior
4. Study Leave Agreement (3 copies)	Concerned Employee
5. CSC Form 6 Leave Form (3 copies)	Concerned Employee
6. Certificate of last day of service (3 copies)	Concerned Employee
7. Teacher's Clearance (3 copies)	Concerned Employee
8. SDO Clearance (3 copies)	Concerned Employee
9. CSC Form No. 7 Clearance (3 copies)	Concerned Employee
10. Performance Rating for the last 3 years (3 copies)	Concerned Employee
11. Proof that the Employee is enrolled (3 copies)	Concerned Employee
12. Medical Certificate stating that the employee is fit (3 copies)	Medical Doctor

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit complete documentary requirements within the prescribed timeline from the concerned office.	1.1 Check the documents as to completeness.	None	15 minutes	Personnel Section Person-in-Charge

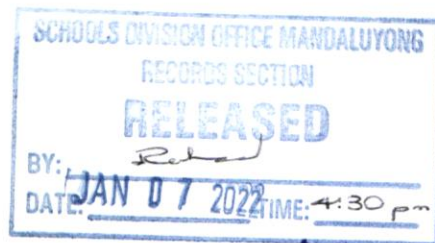
	1.2 If incomplete, return the papers and coordinate with concerned office/personnel to request lacking documents and/or confirm any inconsistencies. If complete and accurate, receive the documents.	None	20 minutes	Personnel Section Person in-Charge
		None	15 minutes	Records Section Person in-Charge
	1.3 Forward the complete documents to the Personnel Section for appropriate action.	None	2 hours <small>(the document should be placed first at the box with UV light before forwarding the documents)</small>	Records Section Person-in-Charge
	1.4 Review the submitted complete documents and provide appropriate action.	None	1 hour	Personnel Section Person-in-Charge
	1.5 Check the papers and initial the documents.	None	30 minutes	Personnel Officer
	1.6 Forward to the SDS for signature.	None	15 minutes	Personnel Section Person-in-Charge
	1.7 Sign the documents.	None	1 day	SDS
	1.8 Forward the signed documents to the Personnel Section.	None	15 minutes	SDS Office Person-in-Charge
	1.9 Sort and segregate the signed documents (for SDO file and for school/teacher's copy).	None	15 minutes	Personnel Section Person-in-Charge
2. Forward the documents to the Records Section.		None	10 minutes	Personnel Section Person-in-Charge
3. Receive the documents.	3.1 Place the signed documents to the school's pigeon hall for the school/ teacher's copy.	None	10 minutes	Records Section Person-in-Charge
3 steps	10 steps	None	1 day, 5 hours, 25 minutes	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
Prepared by:  MENCHIE D.C. KUBAYASHI Personnel Officer	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESO VI OIC, SDS	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 7, 2022

OFFICE MEMORANDUM
 No. 006, s. 2022

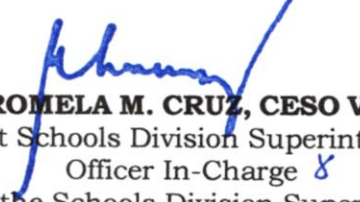
**DEPLOYMENT OF ADM-SOP-026 REVISION 00 TITLED AS
 FOREIGN TRAVEL AUTHORITY REQUEST ON
 OFFICIAL TIME OR OFFICIAL BUSINESS**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Foreign Travel Authority Request on Official Time or Official Business
Document No.	ADM-SOP-026
Revision:	00
Effective Date:	January 10, 2022
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:


PROCEDURE

SVO/JDSM/January 7, 2022



Calbayog St., Brgy. Highway Hills, Mandaluyong City
 OSDS 79555921 • AO 79561263 • CID 79552557 • SGOD 85349810
 sdo.mandaluyong@deped.gov.ph • www.depedmandaluyong.org

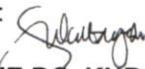

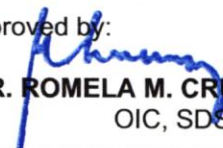


 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> DepEd Citizen's Charter, RA 11032 Ease of Doing Business Act, EO 2, s. 2016 Freedom of Info. Act RA 10173 Data Privacy Act 	
Process Title:	Foreign Travel Authority Request on Official Time or Official Business	Document No.:	ADM-SOP-026
Objective:	To establish a clear and systematic procedure in the processing of required documents for personnel who are going to travel outside the country for personal and official purposes.	Revision:	00
		Effective Date:	January 10, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	3

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter on Intent (4 copies)	Requesting Party / Client
2. Division Office Clearance signed by the School Property Custodian and School Head (4 copies)	School Head
3. Designation of relieving teacher / employee in their absence (4 copies)	School Head
4. Indorsement of the School Head (for school personnel) which will reflect the arrangement mode during the absence of the school personnel to ensure continuity of service (4 copies)	School Head
5. Certificate of no pending case (4 copies)	For teaching & teaching-related: NCR Legal Office For non-teaching: SDO Legal Unit
6. Travel Authority Request Form A of DO No. 43, s. 2014 (4 copies)	School Head
7. Travel Information Form (see attached template) (4 copies)	Requesting Party / Client
8. Invitation Letter (4 copies)	Event Organizer
9. Estimated Travel Cost ((see attached template) (4 copies)	Requesting Party / Client
10. Certificate of expected date of departure (4 copies)	Requesting Party / Client
11. Certificate of Last Day of Service (4 copies)	School Head
12. CS Form No. 6 Revised 2020 - Leave Form (4 copies)	Requesting Party / Client

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit all documentary requirements within the prescribe timeline (at least 30 days before the expected date of departure)	1.1 Check for the completeness of submitted documentary requirements and accuracy of the travel details	None	15 minutes	Personnel Section Person in-Charge
	If incomplete, return the papers and coordinate with concerned office/personnel to request lacking documents and/or confirm any inconsistencies.	None	20 minutes	Personnel Section Person in-Charge
	If complete and accurate, receive the documents.	None	15 minutes	Records Section Person in-Charge
	1.2 Forward the complete documents to the Personnel Section for appropriate Action	None	2 hours <small>(the document should be placed first at the box with UV light before forwarding the documents)</small>	Records Section Person-in-Charge
	1.3 Review the submitted complete Document, provide appropriate action and prepare the necessary additional requirements	None	1 hour	Personnel Section Person-in-Charge
	1.4 Check the acted travel abroad documents, sign and initial the documents	None	30 minutes	Personnel Officer
	1.5 Forward to the Office of the Accountant, Cashier, Supply and Property Officer, Legal Officer and AO V for signature of the Division Office Clearance	None	3 hours	Personnel Section Person-in-Charge
	1.6 Forward to the SDS for signature	None	15 minutes	AO V Office Person-in-Charge
	1.7 Sign the documents	None	1 day	SDS
	1.8 Forward the signed documents to the Personnel Section	None	15 minutes	SDS Office Person-in-Charge
	1.9 Sort and segregate the signed documents (for SDO file, for NCR and for CO)	None	15 minutes	Personnel Section Person-in-Charge

	1.10 Forward the documents to the Records Section	None	10 minutes	Personnel Section Person-in-Charge
2. Receives travel documents	2.1 Release the signed endorsement and documents to the Liaison Officer for submission to DepEd NCR	None	15 minutes	Records Section Person-in-Charge
2 steps	10 steps	None	2 days, 45 minutes per transaction	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by: </p> <p>MENCHIE DC. KUBAYASHI Personnel Officer</p>	<p>Reviewed by: </p> <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by: </p> <p>DR. ROMELA M. CRUZ, CESO VI OIC, SDS</p>	



Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 31, 2022

OFFICE MEMORANDUM
 No. 042, s. 2022

**DEPLOYMENT OF ADM-SOP-036 REVISION 00 TITLED AS
 ISSUANCE OF CERTIFICATE OF EMPLOYMENT**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Issuance of Certificate of Employment
Document No.	ADM-SOP-036
Revision:	00
Effective Date:	February 2, 2022
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 31, 2022





Schools Division Office of Mandaluyong

Standard Operating Procedure
prescribed to

- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Issuance of Certificate of Employment	Document No.:	ADM-SOP-036
Objective:	To establish a clear and systematic procedure in the issuance of requested certificates of employment.	Revision:	00
		Effective Date:	February 2, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For face-to-face transaction / request 1. Accomplished Transaction/ Request Form (1 copy)	Personnel Section
For online service transaction / request 2. Accomplished online services link in the website	Requesting Party / Client

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
For face-to-face transaction / request				
1. Accomplish Transaction/ Request Form		None	5 minutes	Requesting Party / Client
	1.1 Receive and review of request of request from client	None	5 minutes	Personnel Section Person-in-Charge
	1.2 Retrieve of documents from Service Record file	None	5 minutes	Personnel Section Person-in-Charge
	1.3 Process Request	None	5 minutes	Personnel Section Person-in-Charge
2. Check and sign the Certificate of Employment		None	5 minutes	Personnel Officer
3. Receive the signed Certificate of Employment	3.1 Release the Certificate of Employment	None	5 minutes	Personnel Section Person-in-Charge
3 steps	4 steps	None	30 minutes	

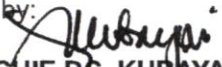
Freedom of Information Statement

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Data Privacy Statement

Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.

Prepared by:



MENCHIE D.C. KUBAYASHI
Personnel Officer

Reviewed by:



DR. AURELIO G. ALFONSO, CESE
OIC, ASDS

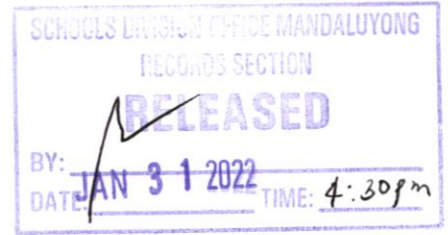
Approved by:



DR. ROMELA M. CRUZ, CESO VI
OIC, SDS



Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 31, 2022

OFFICE MEMORANDUM

No. 046, s. 2022

**DEPLOYMENT OF ADM-SOP-040 REVISION 00 TITLED AS
 ISSUANCE OF CERTIFICATION OF PHILHEALTH REMITTANCES**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Issuance of Certification of PhilHealth Remittances
Document No.	ADM-SOP-040
Revision:	00
Effective Date:	February 2, 2022
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge ✓
 Office of the Schools Division Superintendent ✓


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE




SVO/JDSM/January 31, 2022



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Issuance of Certification of PhilHealth Remittances	Document No.:	ADM-SOP-040
Objective:	To establish a clear and systematic procedure in the issuance of requested certification of philhealth remittances.	Revision:	00
		Effective Date:	February 2, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For face-to-face transaction / request 1. Accomplished Transaction/ Request Form (1 copy)	Personnel Section
For online service transaction / request 1. Accomplished online services link in the website	Requesting Party / Client

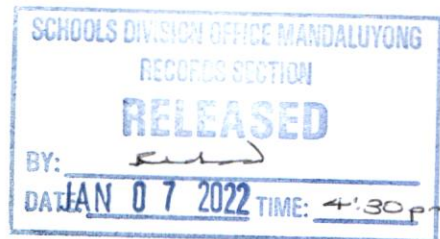
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
For face-to-face transaction / request				
1. Accomplish Transaction/ Request Form		None	5 minutes	Requesting Party / Client
	1.1 Receive and review of request of request from client.	None	5 minutes	Personnel Section Person-in-Charge
	1.2 Retrieve of documents from Philhealth remittance file.	None	5 minutes	Personnel Section Person-in-Charge
	1.3 Process request.	None	5 minutes	Personnel Section Person-in-Charge
2. Check and sign the Certification of Philhealth Remittances.		None	5 minutes	Personnel Officer
3. Receive the signed Certification of Philhealth Remittances.	3.1 Release the Certification of Philhealth Remittances.	None	5 minutes	Personnel Section Person-in-Charge
3 steps	4 steps	None	30 minutes	

<p>Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>	<p>Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:  MENCHIE D.C. KUBAYASHI Personnel Officer</p>	<p>Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:  DR. ROMELA M. CRUZ, CESO VI OIC, SDS</p>



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 7, 2022

OFFICE MEMORANDUM
 No. 007, s. 2022

**DEPLOYMENT OF ADM-SOP-027 REVISION 00
 TITLED AS ISSUANCE OF SERVICE RECORD**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Issuance of Service Record
Document No.	ADM-SOP-027
Revision:	00
Effective Date:	January 10, 2022
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

[Signature]
ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 7, 2022





Schools Division Office of Mandaluyong

Standard Operating Procedure

prescribed to

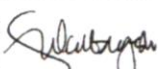

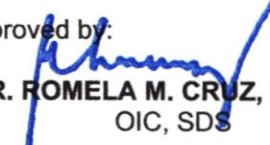
- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Issuance of Service Record	Document No.:	ADM-SOP-027
Objective:	To establish a clear and systematic procedure in the issuance of requested service record.	Revision:	00
		Effective Date:	January 10, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For face-to-face transaction / request 1. Accomplished Transaction/ Request Form (1 copy)	Personnel Section
For online service transaction / request 1. Accomplished online services link in the website	Requesting Party / Client

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
For face-to-face transaction / request				
1. Accomplish Transaction/ Request Form		None	5 minutes	Requesting Party / Client
	1.1 Receive and review of request of request from client	None	5 minutes	Personnel Section Person-in-Charge
	1.2 Retrieve of documents for Service Record file	None	5 minutes	Personnel Section Person-in-Charge
	1.3 Process Request	None	5 minutes	Personnel Section Person-in-Charge
2. Check and sign the Service Record		None	5 minutes	Personnel Officer
3. Receive the signed Service Record	3.1 Release the Service Record	None	5 minutes	Personnel Section Person-in-Charge
3 steps	4 steps	None	30 minutes per transaction	

For online service transaction / request				
1. Accomplish the online services link		None	5 minutes	Requesting Party / Client
	1.1 Review of request in the online service	None	5 minutes	Personnel Section Person-in-Charge
	1.2 Retrieve of documents for Service Record file	None	5 minutes	Personnel Section Person-in-Charge
	1.3 Process Request	None	5 minutes	Personnel Section Person-in-Charge
2. Check and affix digital signature in the Service Record		None	5 minutes	Personnel Officer
3. Receive the signed Service Record	3.1 Release the Service Record through email	None	5 minutes	Personnel Section Person-in-Charge
3 steps	4 steps	None	30 minutes per transaction	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by: </p> <p>MENCHIE D.C. KUBAYASHI Personnel Officer</p>	<p>Reviewed by: </p> <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by: </p> <p>DR. ROMELA M. CRUZ, CESO VI OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 7, 2022

OFFICE MEMORANDUM
 No. 008, s. 2022

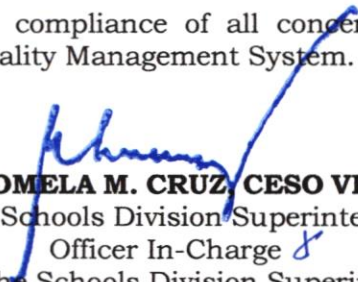
**DEPLOYMENT OF ADM-SOP-028 REVISION 00 TITLED AS
 LOAN APPROVAL AND VERIFICATION**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Loan Approval and Verification
Document No.	ADM-SOP-028
Revision:	00
Effective Date:	January 10, 2022
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 7, 2022



Calbayog St., Brgy. Highway Hills, Mandaluyong City
 OSDS 79555921 • AO 79561263 • CID 79552557 • SGOD 85349810
 sdo.mandaluyong@deped.gov.ph • www.depedmandaluyong.org





Schools Division Office of Mandaluyong

Standard Operating Procedure

prescribed to

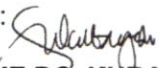

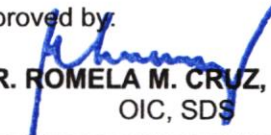
- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Loan Approval and Verification	Document No.:	ADM-SOP-028
Objective:	To establish a clear and systematic procedure in the verification and approval/disapproval of loans from GSIS, Pag-Ibig, Provident and Private Lending Institutions	Revision:	00
		Effective Date:	January 10, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For GSIS Loans For face-to-face transaction 1. Recent Pay slip (one (1) photocopy) and bring the original 2. Certificate of No Pending Case (one (1) original copy) For online transaction: 3. Submit request at email address of the SDO verifier Subject: Approval of GSIS Loan</p>	<p>Requesting Party/Client For teaching and teaching-related: NCR Legal Office For non-teaching: SDO Legal Unit</p>
<p>For Private Lending Institutions: 5. Latest pay slip (original copy) 6. Official DepEd email address</p>	<p>Requesting Party/Client</p>

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit all the documents for loan application (walk-in/ online through email address of the SDO verifier)	1.1 Receive the complete documents (walk-in/online)	None	5 minutes	Personnel Section Person-in-Charge
	1.2 Check and Evaluate loan application if eligible Note: First email, first action	None	20 minutes	Personnel Section Person-in-Charge
	1.3 Approve / Disapprove loan application through e-confirmation of GSIS/ email	None	15 minutes	Personnel Section Person-in-Charge

	1.4 Notify the client on the action taken by the Office through email.	None	15 minutes	Personnel Section Person-in-Charge
1 step	4 steps	None	55 minutes per transaction	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by: </p> <p>MENCHIE D.C. KUBAYASHI Personnel Officer</p>	<p>Reviewed by: </p> <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by: </p> <p>DR. ROMELA M. CRUZ, CESO VI OIC, SDS</p>	



Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 23, 2021

OFFICE MEMORANDUM
 No. 09-40 s, 2021

**DEPLOYMENT OF ADM-SOP-006 REVISION 01 TITLED AS
 PROCESSING OF APPLICATION (NEW TEACHER-APPLICANTS)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Processing of Application (New Teacher- Applicants)
Document No.	ADM-SOP-006
Revision:	01
Effective Date:	September 27, 2021
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/September 23, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Processing of Application (New Teacher-Applicants)	Document No.:	ADM-SOP-006
Objective:	To establish a clear and systematic procedure in the processing of application of new teacher-applicants.	Revision:	01
		Effective Date:	September 27, 2021
EODB Classification:	<input type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input checked="" type="checkbox"/> Highly Technical 8-20 days	Page:	5

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Pertinent documents of teacher-applicants	Applicant
Duly accomplished Initial Evaluation Form (IEF) (2 copies)	School Screening Committee
Duly accomplished pre-assessment of papers (2 copies)	School Screening Committee
Duly accomplished demonstration-teaching Assessment of teacher-applicants (2 copies)	School Screening Committee
Duly accomplished demonstration of skills acquired in a specialized training assessment of elementary and junior high school teacher-applicants (2 copies)	School Screening Committee



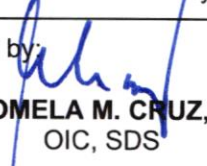
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Orientation of School HRMPSB Focal Person and School Screening Committee		None	1 day	SDO Personnel Section Head (HRMO) and SDO HRMPSB
2. Submit the pertinent documents of teacher-applicants, IEF and duly accomplished assessment forms/templates	2.1 Check completeness of the submitted documents.	None	15 minutes	SDO Personnel Section Staff
	2.2 If the documents are incomplete, return the deficient documents	None	10 minutes	SDO Personnel Section Staff
3. Receive and stamp		None	15 minutes	SDO Records Section Staff

the complete documents.				
4. Evaluate the documents submitted by all the applicants for authenticity and veracity		None	5 days	Special Task Force on Applicants' Document Validation
5. Check the Applicant's qualification stated in the IEF and as evidence in their submitted papers vis-a-vis qualification standards		None	5 days	SDO Personnel Section Head (HRMO)
6. Submit the Initial Evaluation Results (IER) to the SDO HRMPSB		None	15 minutes	SDO Personnel Section Head (HRMO)
7. Check the IER and finalize the qualified and disqualified applicants through deliberation		None	1 day	SDO HRMPSB
8. Release letter of disqualification to the disqualified applicants who did not meet the minimum qualification standards		None	3 days	SDO Personnel Section Head (HRMO) and SDO Records Section Staff
9. Check the accomplished assessment forms/templates and papers submitted by teacher-applicants vis-a-vis applicable guidelines		None	3 days	SDO HRMPSB Secretariat
10. Check the pre-assessment of papers, demonstration-teaching and demonstration of skills through deliberation		None	3 days	SDO HRMPSB
11. Orientation of qualified teacher-applicants		None	1 day	SDO Personnel Section Head (HRMO) and SDO HRMPSB
12. Finalize the schedule of interview of qualified		None	2 days	SDO Personnel Section Head (HRMO)

teacher-applicants and draft memorandum				
13. Check and initial the draft memorandum	13.1 If with correction in the draft memorandum, return to the SDO Personnel Section Head	None	10 minutes	AO V / ASDS Staff
	13.2 If with correction, edit the memorandum	None	10 minutes	SDO Personnel Section Head (HRMO) / Staff
	13.3 Return the edited memorandum to the AOV Office for initial	None	10 minutes	SDO Personnel Section Staff
14. Sign the memorandum		None	30 minutes	SDS
15. Release the memorandum relative to the schedule of interview of qualified teacher-applicants		None	15 minutes	SDO Records Section Staff
16. Inform the teacher-applicants on their schedule of interview		None	2 days	School Screening Committee and SDO HRMPSB Secretariat
17. Interview of qualified teacher-applicants		None	5 days	SDO HRMPSB and Sub-Committees
18. Coordinate with Bureau of Education Assessment relative to schedule of English Proficiency Test with letter-request of the SDS		None	2 days	SDO Testing Coordinator
19. Coordinate with the Division Testing Coordinator and Information Technology Officer and finalize the schedule of English Proficiency of teacher-applicants		None	2 days	SDO Personnel Section Head (HRMO)
20. Draft memorandum relative to the Schedule of English Proficiency Test (EPT)		None	1 day	SDO Personnel Section Head (HRMO)
21. Check and initial the draft memorandum	21.1 If with correction in the draft memorandum, return to	None	10 minutes	AO V / ASDS Staff

	the SDO Personnel Section Head			
	21.2 If with correction, edit the memorandum	None	10 minutes	SDO Personnel Section Head (HRMO) / Staff
	21.3 Return the edited memorandum to the AOV Office for initial	None	10 minutes	SDO Personnel Section Staff
22. Sign the memorandum		None	30 minutes	SDS
23. Release the memorandum relative to the schedule of EPT		None	15 minutes	SDO Records Section Staff
24. Inform the qualified teacher-applicants on their schedule of EPT		None	2 days	School HRMPSB Focal Person and SDO HRMPSB Secretariat
25. English Proficiency Test of qualified teacher-applicants		None	2 days	SDO Testing Coordinator, Information Technology Officer, Room Examiners, SDO Personnel Section Head and Staff
26. Consolidation and encoding of paper assessment, interview, demo-teaching and EPT results		None	5 days	SDO HRMPSB Secretariat
27. Checking of consolidated scores		None	4 days	SDO HRMPSB
28. Final Deliberation of SDO HRMPSB		None	1 day	SDO HRMPSB
29. Sign the Completed Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA) of Teacher-Applicants		None	1 day	SDO HRMPSB
30. Approved and sign the CAR-RQA of Teacher-Applicants		None	1 hour	SDS
31. Draft memorandum		None	30 minutes	SDO Personnel

relative to the Completed Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA) of Teacher-Applicants				Section Head (HRMO)
32. Check and initial the draft memorandum	32.1 If with correction in the draft memorandum, return to the SDO Personnel Section Head	None	10 minutes	AO V / ASDS Staff
	32.2 If with correction, edit the memorandum.	None	10 minutes	SDO Personnel Section Head (HRMO) / Staff
	32.3 Return the edited memorandum to the AOV Office for initial	None	10 minutes	SDO Personnel Section Staff
33. Sign the memorandum		None	30 minutes	SDS
34. Post the Completed Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA) of Teacher-Applicants		None	10 calendar days	SDO Personnel Section Head
34 steps	11 steps	None	56 days, 9 hours, 25 minutes	

<p>Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p>Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
Prepared by:  MENCHIE D.C. KUBAYASHI Personnel Officer	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 23, 2021

OFFICE MEMORANDUM

No. 09-41 s, 2021

**DEPLOYMENT OF ADM-SOP-007 REVISION 00 TITLED AS
 PROCESSING OF APPLICATION (NON-TEACHING RELATED)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Processing of Application (Non-Teaching Related)
Document No.	ADM-SOP-007
Revision:	00
Effective Date:	September 27, 2021
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/September 23, 2021



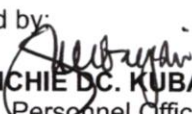

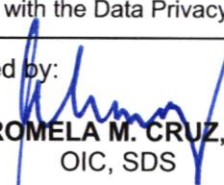
 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Processing of Application (Non-Teaching Related)	Document No.:	ADM-SOP-007
Objective:	To establish a clear and systematic procedure in the processing of application of non-teaching applicants.	Revision:	00
		Effective Date:	September 27, 2021
EODB Classification:	<input type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input checked="" type="checkbox"/> Highly Technical 8-20 days	Page:	3

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
All pertinent documents of non-teaching applicants stated in ADM-SOP-004	Applicant

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Evaluate the documents submitted by all the applicants for authenticity and veracity		None	5 days	Special Task Force on Applicants' Document Validation
2. Encode the applicants' details in the Initial Evaluation Form (IEF)		None	2 days	SDO HRMP SB Secretariat
3. Check the Applicant's qualification stated in the IEF and as evidence in their submitted papers vis-a-vis qualification Standards and determine if qualified or disqualified		None	5 days	SDO Personnel Section Head (HRMO)
4. Submit the Initial Evaluation Results (IER) to the SDO HRMP SB		None	1 day	SDO Personnel Section Head (HRMO)
5. Check the IER and finalize the qualified and disqualified applicants through deliberation		None	1 day	SDO HRMP SB
6. Release letter to the applicants if they are qualified or disqualified		None	3 days	SDO Personnel Section Head (HRMO) and SDO Records Section Staff
7. Orientation of qualified applicants		None	1 day	SDO HRMP SB Secretariat

8. Pre-assessment of papers vis-a-vis applicable guidelines through deliberation		None	3 days	SDO HRMPSB Secretariat
9. Finalize the schedule of interview and open-ranking of qualified applicants and draft memorandum		None	2 days	SDO Personnel Section Head (HRMO)
10. Check and initial the draft memorandum	10.1 If with correction in the draft memorandum, return to the SDO Personnel Section Head	None	10 minutes	AO V / ASDS Staff
	10.2 If with correction, edit the memorandum	None	10 minutes	SDO Personnel Section Head (HRMO) / Staff
	10.3 Return the edited memorandum to the AOV Office for initial	None	10 minutes	SDO Personnel Section Staff
11. Sign the memorandum		None	30 minutes	SDS
12. Release the memorandum relative to the schedule of interview and open-ranking of qualified applicants		None	15 minutes	SDO Records Section Staff
13. Inform the qualified applicants on their schedule of interview and open-ranking		None	1 day	SDO HRMPSB Secretariat
14. Interview of qualified applicants		None	3 days	SDO HRMPSB and Sub-Committees
15. Open-ranking of qualified applicants		None	3 days	SDO HRMPSB
16. Conduct 360 degree feedback on Psycho-social attributes and Personality Traits		None	3 days	SDO HRMPSB Secretariat
17. Consolidation and encoding of paper assessment, interview and results of 360 degree feedback evaluation on Psycho-social attributes and Personality Traits		None	3 days	SDO HRMPSB Secretariat
18. Checking of consolidated scores		None	1 day	SDO HRMPSB
19. Final Deliberation of SDO HRMPSB		None	1 day	SDO HRMPSB
20. Sign the Completed Comparative Assessment		None	1 day	SDO HRMPSB

Results (CAR) of Qualified Applicants				
21. Approved and sign the CAR		None	1 hour	SDS
22. Draft memorandum relative to the Completed Comparative Assessment Results (CAR) of Qualified Applicants		None	30 minutes	SDO Personnel Section Head (HRMO)
23. Check and initial the draft memorandum	23.1 If with correction in the draft memorandum, return to the SDO Personnel Section Head	None	10 minutes	AO V / ASDS Staff
	23.2 If with correction, edit the memorandum.	None	10 minutes	SDO Personnel Section Head (HRMO) / Staff
	23.3 Return the edited memorandum to the AOV Office for initial	None	10 minutes	SDO Personnel Section Staff
24. Sign the memorandum		None	30 minutes	SDS
25. Post the Completed Comparative Assessment Results (CAR) of Qualified Applicants		None	10 calendar days	SDO Personnel Section Head
25 steps	6 steps	None	49 days, 4 hours, 45 minutes	

<p>Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p>Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:  MENCHIE D.C. KUBAYASHI Personnel Officer</p>	<p>Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

February 9, 2022

OFFICE MEMORANDUM
 No. 053, s. 2022

**DEPLOYMENT OF ADM-SOP-029 REVISION 00 TITLED AS
 PROCESSING OF APPOINTMENT (ORIGINAL, REEMPLOYMENT,
 REAPPOINTMENT, PROMOTION AND TRANSFER)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Processing of Appointment (Original, Reemployment, Reappointment, Promotion and Transfer)
Document No.	ADM-SOP-029
Revision:	00
Effective Date:	February 10, 2022
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESO VI
 Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/February 9, 2022



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Processing of Appointment (Original, Reemployment, Reappointment, Promotion and Transfer)	Document No.:	ADM-SOP-029
Objective:	To establish a clear and systematic procedure in the processing of appointment papers of newly-hired, promoted, reemployed, reappointed or transferred employees.	Revision:	00
		Effective Date:	February 10, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	4



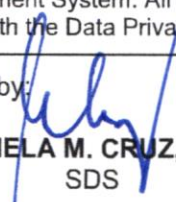
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Publication –CSC Form No. 9 (Revised 2018) received by CSCFO (1 certified true copy)	Personnel Section
2. Checklist of Requirements (1 original)	Personnel Section
3. Appointment Form CS Form No. 33-A (Revised 2018) (4 original)	Personnel Section
4. Oath of Office –CS Form No. 32 (Revised 2018) (4 original)	Personnel Section
5. Certificate of Assumption to Duty –CS Form No. 4 (Series of 2018) (4 original)	Personnel Section
6. Position Description Form-DBM-CSC Form No. 1 (Revised version No. 1 s. 2017) (4 copies)	Personnel Section
7. Approved Comparative Assessment Results (CAR) - for promotion only (1 certified true copy)	Personnel Section
8. Duly accomplished CSC Form 212 (Revised 2017) –Personal Data Sheet (4 copies)	Appointee
9. Certified true copy of Original Transcript of Records (4 copies) - for original appointment, transfer, reemployment and promotion	Appointee
10. Original copy of the authenticated certificate of eligibility/rating for original appointment, promotion, transfer, reappointment (change of status to permanent) or reemployment (1 original, 3 photocopies) – except for Appointment as Provisional-Senior HS	Appointee
11. Original copy of the authenticated Professional Regulation Commission (PRC) Identification card –if applicable (1 original, 3 photocopies) – for original, reappointment and reemployment except for Appointment as Provisional-Senior HS	Appointee

12. Performance Rating in the last rating period (3 photocopies) – for promotion or transfer	Appointee
13. Medical Certificate –CS Form No. 211 (Revised 2017) (1 original, 2 photocopies) – for original appointment, transfer and reemployment	Government Physician
14. Results of Medical Exam and Laboratory test (3 photocopies) – for original appointment, transfer and reemployment	Accredited Health Care Facility
15. NBI Clearance (3 photocopies) – for original appointment and reemployment	NBI
16. Clearance from money, property and work-related accountabilities from the appointee's former office (3 copies) - for promotion, reappointment, or transfer involving movement from one department/agency to another and reemployment	Former Employer
17. PSA Birth Certificate (3 photocopies) – for original appointment, transfer and reemployment	PSA
18. Marriage Certificate –if applicable (3 photocopies) – for original appointment, transfer and reemployment	PSA
19. Information Sheet Required for AO No. 171 (4 copies)	Personnel Section
20. Supplementary Information Sheet (4 copies)	Personnel Section
21. BIR Form 1902/1905/2305 (TIN Number) (3 photocopies) – for original appointment and reemployment	BIR
22. Philhealth ER2 Form/ Philhealth ID – for original appointment and reemployment	Philhealth
23. Sworn Assets, Liabilities, and Net Worth (SALN) (1 original and 3 photocopies) – for original appointment and reemployment	Appointee
24. Pag-Ibig MID Number (4 photocopies) – for original appointment and reemployment	Pag-Ibig

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit all documentary requirements	1.1. Check the document as to completeness	None	15 minutes	Personnel Section In-Charge
	1.2 If incomplete, return the papers and coordinate with concerned office/personnel to request lacking documents and/or	None	20 minutes	Personnel Section Person in-Charge

	confirm any inconsistencies. If complete and accurate, receive the documents.	None	15 minutes	Personnel Section Person in-Charge
	1.3 Prepare Appointment Form CS Form No. 33-A	None	30 minutes	Personnel Section Person in-Charge
	1.4 Prepare Assumption of Duty Form CS Form No. 4	None	15 minutes	Personnel Section Person in-Charge
	1.5 Forward the Appointment Form CS Form No. 33-A, Assumption of Duty CS Form No. 4 and other documents to Personnel Officer	None	15 minutes	Personnel Section Person in-Charge
	1.6 Check the papers and sign the Appointment Form CS Form No. 33-A and Assumption of Duty Form CS Form No. 4 and attest at the back of the Personal Data Sheet- CS Form 212	None	1 hour	Personnel Officer
	1.7 Forward the SALN Form to the Office of the AOV	None	15 minutes	Personnel Section Person in-Charge
	1.8 Attest at the back of the SALN	None	30 minutes	Administrative Officer V
	1.9 Forward the Appointment Form CS Form No. 33-A and other documents to ASDS/ HRMPSB Chairperson for signature	None	15 minutes	Personnel Section Person in-Charge
	1.10 Check and sign the Appointment Form CS Form No. 33-A	None	1 hour	ASDS / HRMPSB Chairperson
	1.11 Forward the Appointment Form CS Form No. 33-A and other documents to SDS for signature	None	15 minutes	ASDS / HRMPSB Chairperson Secretary

	1.12 Check and sign the Appointment Form CS Form No. 33-A, Assumption of Duty Form CS Form No. 4 and Oath of Office –CS Form No. 32	None	1 day	SDS
	1.13 Forward the signed Appointment Form CS Form No. 33-A, Assumption of Duty Form CS Form No. 4 and Oath of Office –CS Form No. 32 to the Personnel Section	None	15 minutes	SDS Secretary
2. Appointee acknowledges receipt of the appointment	2.1 Appointee sign the appointment	None	15 minutes	Appointee
	2.2 Furnish the appointee a copy of the appointment.	None	20 minutes	Personnel Section Person in-Charge
2 steps	15 steps	None	1 day, 5 hours, 55 minutes	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
Prepared by:  MENCHIE D.C. KUBAYASHI Personnel Officer	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESO VI SDS	



Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 21, 2022

OFFICE MEMORANDUM
 No. 023, s. 2022

**DEPLOYMENT OF ADM-SOP-030 REVISION 00 TITLED AS
 PROCESSING OF TERMINAL LEAVE BENEFITS**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Processing of Terminal Leave Benefits
Document No.	ADM-SOP-030
Revision:	00
Effective Date:	January 25, 2022
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

[Handwritten Signature]
ROMELA M. CRUZ, CESO VI

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 21, 2022



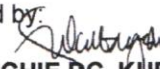

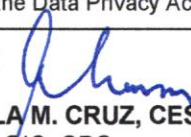
 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Processing of Terminal Leave Benefits	Document No.:	ADM-SOP-030
Objective:	To establish a clear and systematic procedure in the processing Terminal Leave Benefits based on the accumulated leave credits of a DepEd personnel during his/her service in the agency. This is for those employees who have availed retirement/ resigned/ separated and should have payment for their remaining leave balances.	Revision:	00
		Effective Date:	January 25, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	3

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished retirement application (GSIS Form) (4 copies)	Concerned Retiree
2. Letter of intent to retire (4 copies)	Concerned Retiree
3. NSO/PSA Marriage Certificate for married woman (4 copies)	NSO/PSA
4. GSIS Clearance/approval of retirement (4 copies)	Concerned Retiree
5. GSIS Retirement voucher (4 copies)	Concerned Retiree
6. Form 6 (4 copies)	Concerned Retiree
7. Clearances (Money & Property accountabilities (4 copies)	School and SDO
8. The HRMO Statement of VL/SL (4 copies)	SDO Personnel Section
9. Statement of leave credits earned certified by the HRMO (4 copies)	SDO Personnel Section
10. Service Record with inclusive dates of leave without pay (LWOP), if any (4 copies)	SDO Personnel Section
11. Latest Notice of Salary Adjustment tally with the last entry of salary in the Service Records (4 copies)	SDO Personnel Section
12. List of Terminal Leave Annex A (DBM Form) (4 copies)	SDO Personnel Section
13. List of Actual Retirees to be Paid Terminal Leave Benefits (LARP) Annex B (DBM Form) (4 copies)	SDO Personnel Section

14. Disbursement Voucher (4 copies)	SDO Accounting
15. Accomplished Checklist of Requirements (4 copies)	SDO Personnel Section
For deceased employee:	
16. Copy of the deceased retiree's death certificate (4 copies)	Municipal Registrar
17. NSO/PSA Marriage Certificate, if applicable (4 copies)	NSO/PSA
18. Birth Certificate of Children (4 copies)	NSO/PSA
19. Duly notarized judicial or extrajudicial settlement of estate (4 copies)	Attorney
20. Accomplished GSIS Survivorship Form (4 copies)	Surviving Spouse Surviving Child, if no spouse Surviving Parent, if no spouse and no children Surviving Sibling, if no spouse, no children and no parents

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit all documentary requirements	1.1. Check the document as to completeness	None	15 minutes	Personnel Section In-Charge
	If incomplete, return the papers and coordinate with concerned office/personnel to request lacking documents and/or confirm any inconsistencies. If complete and accurate, receive the documents.	None	20 minutes 15 minutes	Personnel Section Person in-Charge Records Section Person in-Charge
	1.2 Forward the complete documents to the Personnel Section for appropriate Action	None	2 hours <small>(the document should be placed first at the box with UV light before forwarding the documents)</small>	Records Section Person-in-Charge
	1.3 Review the submitted complete Document, provide appropriate action and prepare the necessary additional requirements	None	1 hour	Personnel Section Person-in-Charge
	1.4 Check the acted terminal leave benefits' documents, sign and initial the documents	None	1 hour	Personnel Officer

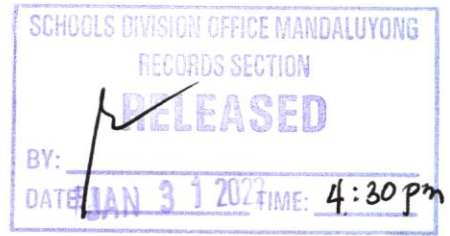
	1.5 Forward to the Office of the Accountant for Disbursement Voucher and sign in the Annex A and Annex B (DBM Form)	None	15 minutes	Personnel Section Person-in-Charge
	1.6 Sign the Annex A and B and provide Disbursement Voucher	None	30 minutes	Accountant
	1.7 Forward to the SDS for signature	None	15 minutes	Personnel Section Person-in-Charge
	1.8 Sign the documents	None	1 day	SDS
	1.9 Forward the signed documents to the Personnel Section	None	15 minutes	SDS Office Person-in-Charge
	2.0 Sort and segregate the signed documents (for SDO file, for NCR and for DBM)	None	15 minutes	Personnel Section Person-in-Charge
2. Forward the documents to the Records Section		None	10 minutes	Personnel Section Person-in-Charge
3. Receives terminal leave benefits' documents	3.1 Release the signed endorsement and documents to the Liaison Officer for submission to DepEd NCR	None	15 minutes	Records Section Person-in-Charge
3 steps	11 steps	None	1 day, 6 hours, 45 minutes per transaction	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:  MENCHIE D.C. KUBAYASHI Personnel Officer</p>	<p>Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:  DR. ROMELA M. CRUZ, CESO VI OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 31, 2022

OFFICE MEMORANDUM

No. 041, s. 2022

**DEPLOYMENT OF ADM-SOP-031 REVISION 00 TITLED AS
 REQUEST FOR CORRECTION OF NAME/DATE OF BIRTH/
 PLACE OF BIRTH AND CHANGE OF STATUS**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Request for Correction of Name/ Date of Birth/ Place of Birth and Change of Status
Document No.	ADM-SOP-031
Revision:	00
Effective Date:	February 2, 2022
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 31, 2022

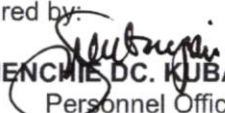

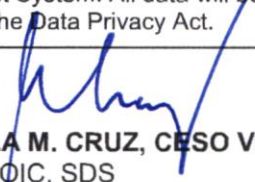


 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Request for Correction of Name/Date of Birth/ Place of Birth and Change of Status	Document No.:	ADM-SOP-031
Objective:	To establish a clear and systematic procedure in the submission, receiving and taking action of Correction of Name/Date of Birth/ Place of Birth and Change of Status.	Revision:	00
		Effective Date:	February 2, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Correction of Name/Date of Birth/Place of Birth:	
1. Letter-Request (3 copies)	Concerned Employee
2. Endorsement from the School Head (3 copies)	School Head
3. Special Order for the correction of Name/Date of Birth/Place of Birth from the from Civil Service Commission (1 original and 3 photocopies)	Civil Service Commission (CSC)
4. NSO/PSA Birth Certificate (1 original and 3 photocopies)	Philippine Statistics Authority (PSA)
For Change of Status:	
1. Letter-Request (3 copies)	Concerned Employee
2. Endorsement from the School Head (3 copies)	School Head
3. NSO/PSA Marriage Certificate (1 original and 3 photocopies)	Philippine Statistics Authority (PSA)

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit all documentary requirements.	1.1. Check the documents as to completeness.	None	15 minutes	Personnel Section In-Charge
	1.2 If incomplete, return the papers and coordinate with concerned office/personnel to request lacking documents and/or confirm any inconsistencies.	None	20 minutes	Personnel Section Person in-Charge
	If complete and accurate, receive the documents.	None	15 minutes	Records Section Person in-Charge

	1.3 Forward the complete documents to the Personnel Section for appropriate action.	None	2 hours (the document should be placed first at the box with UV light before forwarding the documents)	Records Section Person-in-Charge
	1.4 Review the submitted complete documents, provide appropriate action and prepare the necessary additional papers.	None	1 hour	Personnel Section Person-in-Charge
	1.5 Check the acted documents, sign and initial the documents.	None	1 hour	Personnel Officer
	1.6 Forward to the SDS for signature.	None	15 minutes	Personnel Section Person-in-Charge
	1.7 Sign the documents.	None	1 day	SDS
	1.8 Forward the signed documents to the Personnel Section.	None	15 minutes	SDS Office Person-in-Charge
	1.9 Sort and segregate the signed documents (for SDO file, for NCR and for GSIS).	None	15 minutes	Personnel Section Person-in-Charge
2. Forward the documents to the Records Section.		None	10 minutes	Personnel Section Person-in-Charge
3. Receive the documents.	3.1 Place the signed documents to the school's pigeon hall for the school/ teacher's copy.	None	10 minutes	Records Section Person-in-Charge
4. Release the documents.	4.1 Release the signed endorsement and documents to the Liaison Officer for submission to DepEd NCR .	None	15 minutes	Records Section Person-in-Charge
4 steps	11 steps	None	1 day, 6 hours and 10 minutes	

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Prepared by:  MENCHIE D.C. KUBAYASHI Personnel Officer	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESO VI OIC, SDS	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 23, 2021

OFFICE MEMORANDUM

No. 09-38 s, 2021

**DEPLOYMENT OF ADM-SOP-004 REVISION 00 TITLED AS
 SUBMISSION OF EMPLOYMENT APPLICATION (NON-TEACHING RELATED)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Submission of Employment Application (Non-Teaching Related)
Document No.	ADM-SOP-004
Revision:	00
Effective Date:	September 27, 2021
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

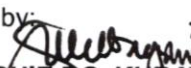

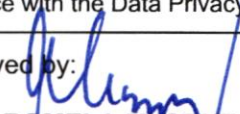
SVO/JDSM/September 23, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> DepEd Citizen's Charter, RA 11032 Ease of Doing Business Act, EO 2, s. 2016 Freedom of Info. Act RA 10173 Data Privacy Act 	
Process Title:	Submission of Employment Application (Non-Teaching Related)	Document No.:	ADM-SOP-004
Objective:	To establish a clear and systematic procedure in the submission and receiving of pertinent documents for employment application of non-teaching related positions.	Revision:	00
		Effective Date:	September 27, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent for non-teaching position (1 original)	Applicant
Duly accomplished CSC Form 212 (Revised 2017)-Personal Data Sheet (1 original copy)	CSC Website
Authenticated copy of PRC professional ID, if applicable	PRC
Authenticated copy of ratings obtained in the LET/PBET or CSC eligibility (1 original copy)	PRC/CSC
Service Record/Certificate of Employment, for those with work experience (1 original)	Employer
Performance Ratings for those with work experience (1 Photocopy of the 3 Performance Ratings for the last 3 rating periods)	Employer
Certified true copy of Transcript of Record	Applicant
Trainings and Seminars attended (1 photocopy each)	Applicant
Documentation of Outstanding Accomplishments (1 photocopy)	Applicant
Omnibus Certification of authenticity and veracity of documents of all documents submitted, signed by the applicant (1 original copy)	Applicant
Online Application thru given link	Applicant

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1.Orientation of interested applicants		None	1 day	SDO Personnel Section Head (HRMO) and SDO HRMPSB
2. Submit the complete pertinent documents through online application	2.1 Check completeness of documents submitted	None	20 minutes	SDO HRMPSB Secretariat
	2.2 Inform the applicant if there is/are lack of document/s	None	20 minutes	SDO HRMPSB Secretariat
	2.3 Acknowledge receipt of the documents submitted	None	20 minutes	SDO HRMPSB Secretariat
3. Receive application receipt	3.1 Encode the application receipt in the logbook/logsheets	None	15 minutes	SDO HRMPSB Secretariat
2 steps	4 steps	None	1 day, 2 hours, 45 minutes per transaction	

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<p>Prepared by:  MENCHIE D.C. KUBAYASHI Personnel Officer</p>	<p>Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 31, 2022

OFFICE MEMORANDUM

No. 047, s. 2022

**DEPLOYMENT OF ADM-SOP-041 REVISION 00 TITLED AS
 SUBMISSION OF EMPLOYMENT APPLICATION (TEACHING-RELATED)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Submission of Employment Application (Teaching-Related)
Document No.	ADM-SOP-041
Revision:	00
Effective Date:	February 2, 2022
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge ✓
 Office of the Schools Division Superintendent ✓

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 31, 2022



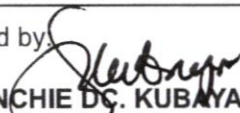

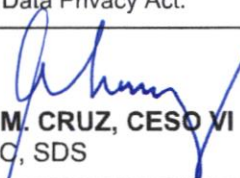

Schools Division Office of Mandaluyong
Standard Operating Procedure
prescribed to

- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Submission of Employment Application (Teaching-Related)	Document No.:	ADM-SOP-041
Objective:	To establish a clear and systematic procedure in the submission and receiving of pertinent documents for employment application of teaching-related positions.	Revision:	00
		Effective Date:	February 2, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent addressed to the Head of Office for teaching-related position (1 original)	Applicant
2. Duly accomplished CSC Form 212 (Revised 2017) - Personal Data Sheet (1 original copy)	CSC Website
3. Certificate of LET or PBET Rating (1 copy)	PRC
4. Valid and updated PRC License/ID (1 copy)	PRC
5. Performance Appraisal or Evaluation for three (3) Rating Periods (1 copy)	Immediate Superior
6. Updated Service Record/Certificate of Employment (1 copy)	Employer
7. Certification of Outstanding Accomplishments with supporting documents i.e. output/s and other evidences of outstanding accomplishments duly signed by proper authorities (1 copy)	Applicant
8. Photocopy of duly signed scholastic/academic record such as but not limited to TOR, Certification of Grades, Certification of Academic Requirements, if applicable (1 copy)	University / Graduate School
9. Specialized Training Certificates, e.g. scholarship programs, short courses, study grants (1 copy)	Applicant
10. Certificate/s of Trainings Attended (at least 3 days for the last 3 years) not credited during the last appointment/promotion (1 copy)	University / Graduate School
11. Omnibus Certification of authenticity and veracity of documents of all documents submitted, signed by the applicant (1 original copy)	Applicant
12. Online application thru given link	Applicant

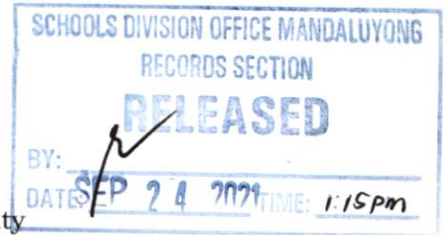
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit complete pertinent documents within the prescribed timeline through online application.		None	1 hour and 30 minutes	Applicant
	1.1. Check the documents as to completeness.	None	20 minutes	SDO HRMPSB Secretariat
	1.2. Inform the applicant if there is/are a lack of document/s.	None	20 minutes	SDO HRMPSB Secretariat
	If complete and accurate, acknowledge receipt of the documents submitted.	None	20 minutes	SDO HRMPSB Secretariat
2. Receive application receipt.	2.1. Encode application details.	None	15 minutes	SDO HRMPSB Secretariat
0 steps	0 steps	None	2 hours, 45 minutes	

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<p>Prepared by:  MENCHIE D.C. KUBAYASHI Personnel Officer</p>	<p>Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:  DR. ROMELA M. CRUZ, CESO VI OIC, SDS</p>



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 23, 2021

OFFICE MEMORANDUM
 No. 09-39 s, 2021

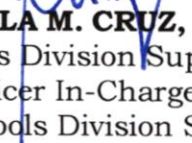
**DEPLOYMENT OF ADM-SOP-005 REVISION 00 TITLED AS
 SUBMISSION OF EMPLOYMENT APPLICATION (NEW TEACHER-APPLICANTS)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Submission of Employment Application (New Teacher- Applicants)
Document No.	ADM-SOP-005
Revision:	00
Effective Date:	September 27, 2021
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESE
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

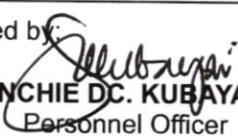


SVO/JDSM/September 23, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> DepEd Citizen's Charter, RA 11032 Ease of Doing Business Act, EO 2, s. 2016 Freedom of Info. Act RA 10173 Data Privacy Act 	
Process Title:	Submission of Employment Application (New Teacher-Applicants)	Document No.:	ADM-SOP-005
Objective:	To establish a clear and systematic procedure in the submission and receiving of pertinent document for employment application of new teacher-applicants	Revision:	00
		Effective Date:	September 27, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of intent for teaching position (1 original)	Applicant
Duly accomplished CSC Form 212 (Revised 2017)-Personal Data Sheet (1 original copy)	CSC Website
Authenticated copy of valid and updated Professional Regulation Commission (PRC) Identification Card and if expired, proof of renewal	PRC
Authenticated copy of ratings obtained in the LET/PBET	PRC
Service Record/Certificate of Employment, performance rating, and school's clearance for those with teaching experience (1 original)	Employer
Certified true copy of Transcript of Record	Undergraduate / Graduate School
Certificate of specialized trainings (1 Photocopy of each)	Applicant
NBI Clearance (1 original copy)	Applicant
Certified true copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee (1 original)	
Omnibus Certification of authenticity and veracity of documents of all documents submitted, signed by the applicant (1 original copy)	Applicant
Accomplished pre-assessment of papers template	School Screening Committee
Accomplished demonstration-teaching template	School Screening Committee
Accomplished demonstration of skills template	School Screening Committee
Accomplished Initial Evaluation Form (IEF)	School Screening Committee
Online application thru given link (if applicable)	Applicant

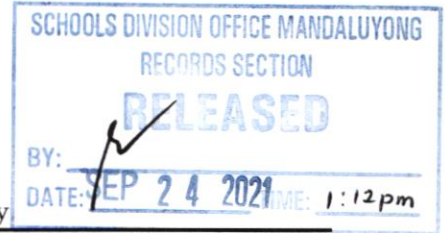
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit the complete pertinent documents to the school	1.1 Check completeness of the documents submitted, receive and stamp	None	15 minutes	School Head/ Assigned Personnel (School HRMPSB Focal Person)
2. Received receiving copy of the documents	2.1 Evaluate the documents submitted by the applicant/s for authenticity and veracity	None	15 minutes	School Screening Committee
	2.2 Submit a soft and hard copy of the result of pre-assessment of papers, demonstration-teaching and demonstration of skills and Initial Evaluation Form (IEF) together with the applicants' documents at the HR Office through the Records Section	None	1 day	School Screening Committee
	2.3 Receive and stamp the hard copy of the result of pre-assessment of papers, demonstration-teaching, demonstration of skills, IEF and the applicants' documents and forwarded to HR Office	None	5 minutes	Records Section Staff
	2.4 Receive the result of pre-assessment of papers, demonstration-teaching, demonstration of skills, IEF and the applicants' documents	None	10 minutes	Personnel Section Staff / SDO HRMPSB Secretariat
2 steps	5 steps	None	1 day, 45 minutes per transaction	

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<p>Prepared by:  MENCHIE D.C. KUBAYASHI Personnel Officer</p>	<p>Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 23, 2021

OFFICE MEMORANDUM
 No. 09-37 s, 2021

**DEPLOYMENT OF ADM-SOP-003 REVISION 01
 TITLED AS SUBMISSION OF SUPPLEMENTARY PAYROLL**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Submission of Supplementary Payroll
Document No.	ADM-SOP-003
Revision:	01
Effective Date:	September 27, 2021
Process Owner:	Menchie DC. Kubayashi

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/September 23, 2021

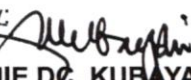

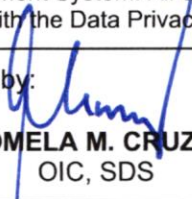


 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> DepEd Citizen's Charter, RA 11032 Ease of Doing Business Act, EO 2, s. 2016 Freedom of Info. Act RA 10173 Data Privacy Act 	
Process Title:	Submission of Supplementary Payroll	Document No.:	ADM-SOP-003
Objective:	To establish a systematic procedure in the submission of supplementary payroll/s to the Accounting Unit.	Revision:	01
		Effective Date:	September 27, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Daily Time Record (DTR) of newly hired employee (3 original)	Newly hired employee
Certification of Last Payment of separated employee (3 copies)	RPSU
Certification that the employee is inadvertently omitted in the payroll for those employee who is excluded (1 original and 2 copies)	School Head
Payroll of the last payment received by the employee who is omitted in the payroll (3 copies)	School's In-Charge of the Payroll file
Payroll of month claiming by the employee who is omitted (3 copies)	School's In-Charge of the Payroll file

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit the complete pertinent documents	1.1 Check completeness of the submitted documents and inform the employee/school personnel if there is/are lack of document/s	None	10 minutes	SDO Payroll In-Charge
	1.2 Receive and stamp documents	None	10 minutes	SDO Records Section Staff
2. Prepare the payroll	2.1 Check and record leaves and absences	None	10 minutes	SDO Payroll In-Charge
	2.2 Compute absences and mandatory deductions	None	25 minutes	SDO Payroll In-Charge
3. Submit payroll to the Accounting		None	5 minutes	SDO Payroll In-Charge

Unit for checking				
4. Check the payroll		None	20 minutes	SDO Accounting Section Staff
5. Return payroll to the to the SDO Payroll In-Charge	5.1 If no correction, forward the final payroll to the SDO Personnel Section Head for signature	None	5 minutes	SDO Payroll In-Charge
	5.2 If with correction, rectify the payroll and forward to the SDO Personnel Section Head for signature	None	15 minutes	SDO Payroll In-Charge
6. Sign the payroll	6.1 Re-check the payroll before signing	None	15 minutes	SDO Personnel Section Head
7. Submit the payroll to the Accounting Unit		None	5 minutes	SDO Payroll In-Charge
7 steps	7 steps	None	2 hours, 5 minutes per transaction	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:  MENCHIE D.C. KUBAYASHI Personnel Officer</p>	<p>Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 7, 2022

OFFICE MEMORANDUM
 No. 002, s. 2022

**DEPLOYMENT OF PAU-SOP-001 REVISION 00 TITLED AS
 MANAGING DIVISION AND SCHOOL PUBLIC AFFAIRS**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Managing Division and School Public Affairs
Document No.	PAU-SOP-001
Revision:	00
Effective Date:	January 10, 2022
Process Owner:	John Darryll S. Mercado

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:


PROCEDURE

SVO/JDSM/January 7, 2022





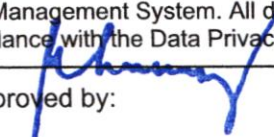
Calbayog St., Brgy. Highway Hills, Mandaluyong City
 OSDS 79555921 • AO 79561263 • CID 79552557 • SGOD 85349810
 sdo.mandaluyong@deped.gov.ph • www.depedmandaluyong.org



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> DepEd Citizen's Charter, RA 11032 Ease of Doing Business Act, EO 2, s. 2016 Freedom of Info. Act RA 10173 Data Privacy Act 	
Process Title:	Managing Division and School Public Affairs	Document No.:	PAU-SOP-001
Objective:	To establish a procedure in receiving and addressing inquiries from public stakeholders.	Revision:	00
		Effective Date:	January 10, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Not Applicable	Not applicable

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Report concerns	1.1 Receive inquiry or report in any form of communication such as phone call or message, email or through social media networks.	None	2 minutes	Division Information Officer / School Information Coordinator
	1.2 Coordinate with the concerned person	None	8 minutes	
	1.3 Provide feedback on the reported concern, inquiry or report to the client.	None	20 minutes	
1 step	3 steps	None	10 minutes	

<p style="text-align: center;">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>	<p style="text-align: center;">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
Prepared by:  JOHN DARRYLL S. MERCADO Information Technology Officer Division Information Officer	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESO VI OIC, SDS



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 7, 2021

OFFICE MEMORANDUM
 No. 4 s, 2021

**DEPLOYMENT OF QMS-SOP-001 REVISION 01
 TITLED AS CONTROL OF DOCUMENTED INFORMATION**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Control of Documented Information
Document No.	QMS-SOP-001
Revision:	01
Effective Date:	September 8, 2021
Process Owner:	John Darryll S. Mercado

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

JDSM/September 7, 2021



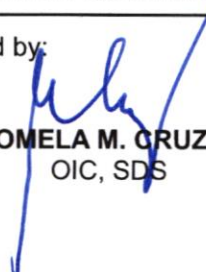


 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Control of Documented Information		
Objective:	To establish and maintain an effective and systematic control of documents including creation, revision and deletion to ensure its availability to all Schools Division Office - Mandaluyong employees and other interested parties.	Document No.:	QMS-SOP-001
		Revision:	01
		Effective Date:	September 8, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Pages	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document Change Notice Online Form	https://bit.ly/qmsfrm001rev01
Risk Assessment Form	https://bit.ly/qmsfrm004rev01

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Process Owner initiates creation, revision or deletion of document through the Document Change Notice Online Form	1.1 DCC will get an email notification and provide the process owner-requestor will receive an email with the SOP template and the Risk Assessment Form	None	5 minutes	Document Control Custodian
2. Process Owner prepares the documents, including risk assessment form and notify the DCC. Process owner shall seek comments from interfacing offices.	2.1 The DCC checks the documents. Once checked, inform the Process-Owner to seek review and approval from Top Management. *If revision or deletion is requested, DCC processes as requested and validated.	None	10 minutes	Document Control Custodian
3. Once checked, the Process Owner requests for review and approval from the Top Management.	3.1 Once approved, the Process Owner informs the DCC. The DCC records the document in the Masterlist of Documents.	None	10 minutes	Process Owner, ASDS SDS
	3.2 Once recorded, the ISO Unit publishes Master Copy of the Controlled Document with the corresponding document number:	None	5 minutes	DCC

	QMS-related documents and forms	QMS-SOP-000 QMS-FRM-000		
	Administrative-related document and forms	ADM-SOP-000 ADM-FRM-000		
	Finance-related document and forms	FIN-SOP-000 FIN-FRM-000		
	ICT-related documents and forms	ICT-SOP-000 ICT-FRM-000		
	Legal-related documents and forms	LEG-SOP-000 LEG-FRM-000		
	CID-related documents and forms	CID-SOP-000 CID-FRM-000		
	SGOD-related documents and forms	SGOD-SOP-000 SGOD-FRM-000		
	3.3 A copy of a controlled document shall be forwarded to operational units through: <ul style="list-style-type: none"> • Office Memorandum • Division Memorandum 	None	60 minutes	DCC
4. The process owner monitors the implementation of the document and/or forms.		None		Process Owner
4 steps	5 steps	None	90 minutes	

<p>Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p>Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:</p>  <p>JOHN DARRYLL S. MERCADO Information Technology Officer Deputy Management Representative Division Information Officer Document Control Custodian</p>	<p>Reviewed by:</p>  <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:</p>  <p>DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 7, 2021

OFFICE MEMORANDUM
 No. 5 s, 2021

**DEPLOYMENT OF QMS-SOP-002 REVISION 01
 TITLED AS HANDLING OF CLIENT SATISFACTION**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Handling of Client Satisfaction
Document No.	QMS-SOP-002
Revision:	01
Effective Date:	September 8, 2021
Process Owner:	John Darryll S. Mercado

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE



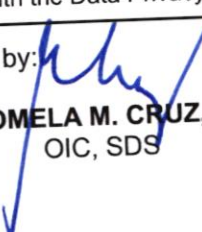
JDSM/September 7, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Handling of Client Satisfaction	Document No.:	QMS-SOP-002
Objective:	To establish a system to handle, monitor, analyze and act on feedback from interested parties.	Revision:	01
		Effective Date:	September 8, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
SDO - Mandaluyong Client Satisfaction Survey (CSS) Form	http://bit.ly/sdomandaluyongfeedback

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Client access the CSS Form and provide feedback on the availed service/s	1.1 Deputy Management Representative (DMR) receives an email notification on the received feedback and checks if: <ul style="list-style-type: none"> - Commendation - Recommendation - Feedback 	None	5 minutes	Deputy Management Representative
	1.2 If commendation, DMR or staff will send a commendation poster via email to all SDO employees. If recommendation or feedback, DMR or staff will provide NC Form to the Administrative Officer V for appropriate action.	None	10 minutes	Deputy Management Representative
1 step	2 steps	None	15 minutes	

Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph		Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.	
Prepared by:  JOHN DARRYLL S. MERCADO Information Technology Officer Deputy Management Representative Division Information Officer Document Control Custodian	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS	



Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 7, 2021

OFFICE MEMORANDUM
 No. 8 s, 2021

**DEPLOYMENT OF QMS-SOP-005 REVISION 01
 TITLED AS HANDLING OF NON CONFORMING SERVICES**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Handling of Non-Conforming Services
Document No.	QMS-SOP-005
Revision:	01
Effective Date:	September 8, 2021
Process Owner:	John Darryll S. Mercado

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

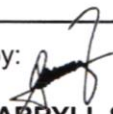

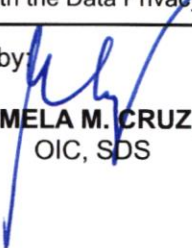
JDSM/September 7, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Handling of Non Conforming Services	Document No.:	QMS-SOP-005
Objective:	To establish a system of identification and control of non-conforming services.	Revision:	01
		Effective Date:	September 8, 2021
EODB Classification:	<input type="checkbox"/> Simple 1-3 days <input checked="" type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Non-Conforming Services Action Form	Document Control Custodian

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Initiator secures the Non-Conforming Service Action Form and discuss with the concerned office/personnel	1.1 The concerned office/personnel acts on the NCSAF to identify the ff: <ul style="list-style-type: none"> • Root Cause • Corrective Action • Preventive Action and submit to the Document Control Custodian for filing and monitoring	None	60 minutes	Initiator Concerned Office/Personnel
	1.2 The DCC files and monitors the effectiveness of the action together with the initiator of the action form every the 3rd month and 6th month	None	10 minutes	DCC Initiator Concerned Office/Personnel
1 step	2 steps	None	70 minutes	

<p style="text-align: center;">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>	<p style="text-align: center;">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
Prepared by:  JOHN DARRYLL S. MERCADO Information Technology Officer Deputy Management Representative Division Information Officer Document Control Custodian	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 17, 2021

OFFICE MEMORANDUM
 No. 09-16 s, 2021

**DEPLOYMENT OF QMS-SOP-006 REVISION 02
 TITLED AS INTERNAL QUALITY AUDIT**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Internal Quality Audit
Document No.	QMS-SOP-006
Revision:	02
Effective Date:	September 20, 2021
Process Owner:	Emma G. Arrubio

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge

Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/September 17, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Internal Quality Audit	Document No.:	QMS-SOP-006
Objective:	To evaluate effectiveness and suitability of the Quality Management System of Schools Division of Mandaluyong with the requirements of International Standard and legal and applicable regulatory and statutory requirements.	Revision:	02
		Effective Date:	September 20, 2021
EODB Classification:	<input type="checkbox"/> Simple 1-3 days <input checked="" type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Audit Programme	Document Control Custodian
Audit Plan	
Auditor's Findings Sheet	
Audit Summary Report	
Non Conforming Service Action Form	

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
	1.1 Identify the auditors who will be part of the audit. He/she must have <ul style="list-style-type: none"> - Training ISO 19011:2018 - Guidelines for auditing management systems - Observed at least 1 internal or external audit 	None	10 minutes	Internal Quality Auditor Team Leader
	1.2 Prepare the following: <ul style="list-style-type: none"> - Audit Programme - Audit Plan - Notice (through Memorandum) 	None	30 minutes	Internal Quality Auditors
	1.3 Release the Notice and ensure all auditees are informed ahead of Internal Audit	None	5 minutes	Internal Quality Auditor, Records Section
2. Auditee receives the Audit Plan and conduct necessary actions to prepare	2.1 Auditors conduct the internal quality audit and log findings in the Auditor's Findings Sheet	None	120 minutes	Internal Quality Auditors

documents and records				
	<p>3.1 Conduct Audit Team meeting to discuss the results of the audit to generate Audit Summary Report and identify the following:</p> <p>Major Nonconformity - Nonconformities could be classified as major in the following circumstances: if there is a significant doubt that effective process control is in place, or that products or services will meet specified requirements;</p> <p>a number of minor nonconformities associated with the same requirement or issue could demonstrate a systemic failure and thus constitute a major nonconformity.</p> <p>Minor Nonconformity - Nonconformities could be classified as minor, if these do not affect the capability of the management system to achieve the intended results.</p> <p>Potential for Improvement - Items which would allow optimisation of the management system in relation to the requirements of the relevant standard. It is recommended that the company implements these items.</p> <p>Good Practice - Positive aspects of the management system worthy of special mention</p> <p>Comments - Special situation and information to be traced in the next audit.</p>	None	60 minutes	Internal Quality Auditors
	4.1 Conduct Closing Meeting with the Auditees to discuss the results of the audit. Issue Non Conforming Service Action Form if major/minor findings have been identified.	None	60 minutes	Internal Quality Auditors
1 step	6 steps	None	285 minutes	

<p>Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p>Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by: EMMA G. ARRUBIO Chief, SGOD IQA Team Leader</p>	<p>Reviewed by: DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by: DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE - MANDALUYONG CITY

Audit Programme Year _____

No	Audit Type	Auditee	Auditor	Quarter	Audit Date

Prepared by: IQA Team Leader
 Date:

Reviewed by: ASDS
 Date:

Approved by: SDS
 Date:

Document No: QMS-FRM-007
 Revision: 01



Address: Calbayog St., Brgy. Highway Hills, Mandaluyong City
 Phone: OSDS 79555921 • AO 79561263 • CID 79552557 • SGOD 85349810
 Email: sdo.mandaluyong@deped.gov.ph
 Website: www.depedmandaluyong.org





Audit Plan

Audit Date	Unit/Division	Auditee	ISO 9001:2015 Applicable Clause	Venue/Time	Auditor	Observer

Prepared by: IQA Team Leader

Date:

Reviewed by: ASDS

Date:

Approved by: SDS

Date:

Document No: QMS-FRM-008

Revision: 01





Auditor's Findings Report

No.	Auditee	Findings <i>Major Non Conformity</i> <i>Minor Non Conformity</i> <i>Potential for Improvement</i> <i>Good Practice</i> <i>Comment</i>	Finding Statement

Prepared by: Internal Quality Auditor

Date:

Document No: QMS-FRM-009

Revision: 01





Audit Summary Report

No.	Findings	Findings <i>Major Non Conformity</i> <i>Minor Non Conformity</i> <i>Potential for Improvement</i> <i>Good Practice</i> <i>Comment</i>	Finding Statement

Prepared by: IQA Team Leader
 Date:

Reviewed by: ASDS
 Date:

Approved by: SDS
 Date:

Document No: QMS-FRM-010
 Revision: 01





Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 7, 2021

OFFICE MEMORANDUM
 No. 7 s, 2021

**DEPLOYMENT OF QMS-SOP-004 REVISION 01
 TITLED AS MANAGEMENT REVIEW**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Management Review
Document No.	QMS-SOP-004
Revision:	01
Effective Date:	September 8, 2021
Process Owner:	John Darryll S. Mercado

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE




JDSM/September 7, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Management Review	Document No.:	QMS-SOP-004
Objective:	To ensure the continuing sustainability, adequacy, effectiveness and alignment with the strategic direction of the office, identifying opportunities for improvement and to settle and implement agreements and resolutions of actions needed to be done for the improvement of the Quality Management Systems of the Division.	Revision:	01
		Effective Date:	September 8, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Minutes of the Management Review Template	Document Control Custodian

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Not applicable	1. The Management Representative schedules a Management Review meeting through a Memorandum.	None	10 minutes	Management Representative
	2. The Quality Management Committee conducts the Management Review in accordance with the set agenda	None	60 minutes	QMS Committee
	3. The Document Control Custodian accomplishes the Minutes and provides a copy to all attendees.	None	60 minutes	Document Control Custodian
	3 steps	None	130 minutes	

Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph		Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.	
Prepared by:  JOHN DARRYLL S. MERCADO Information Technology Officer Deputy Management Representative Division Information Officer Document Control Custodian	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 7, 2021

OFFICE MEMORANDUM
 No. 6 s, 2021

**DEPLOYMENT OF QMS-SOP-003 REVISION 01
 TITLED AS RISK MANAGEMENT**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Risk Management
Document No.	QMS-SOP-003
Revision:	01
Effective Date:	September 8, 2021
Process Owner:	John Darryll S. Mercado

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

JDSM/September 7, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Risk Management	Document No.:	QMS-SOP-003
Objective:	To establish a system of identifying and assessing risks and opportunities of the activities associated in Schools Division Office (SDO) Mandaluyong's quality management system and identify, modify and establish mitigation measures to prevent or reduce adverse effects of identified risks in the organization.	Revision:	01
		Effective Date:	September 8, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Risk Assessment Form	https://bit.ly/qmsfrm004rev01

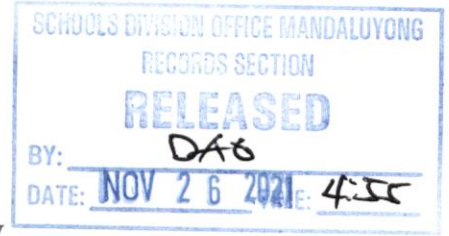
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Process owner secures the Risk Assessment Form and fill out the necessary columns	1.1 The Assistant Superintendent reviews the Risk Assessment Form and forward to Office of the SDS	None	60 minutes	Process Owner Assistant Superintendent
	1.2 The Superintendent approves the Risk Assessment Form and forward to the Process Owner	None	5 minutes	Process Owner Superintendent
2 Process Owner create copies of the Risk Assessment Form and furnish a copy to the Document Control Custodian	2.1 The Document Control Custodian files the approved Risk Assessment Form	None	5 minutes	Process Owner Document Control Custodian
2 steps	3 steps	None	70 minutes	

Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph		Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.	
Prepared by:	Reviewed by:	Approved by:	
JOHN DARRYLL S. MERCADO Information Technology Officer Deputy Management Representative Division Information Officer Document Control Custodian	DR. AURELIO G. ALFONSO, CESE OIC, ASDS	DR. ROMELA M. CRUZ, CESE OIC, SDS	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

November 26, 2021

OFFICE MEMORANDUM
 No. 11-31, s. 2021

**DEPLOYMENT OF ADM-SOP-022 REVISION 00 TITLED AS
 CERTIFICATION, AUTHENTICATION, VERIFICATION (CAV)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Certification, Authentication, Verification (CAV)
Document No.	ADM-SOP-022
Revision:	00
Effective Date:	November 30, 2021
Process Owner:	Annra T. Elen

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/November 26, 2021





Schools Division Office of Mandaluyong



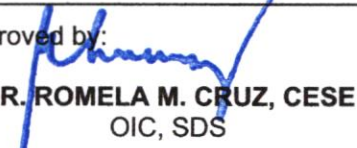
Standard Operating Procedure
prescribed to

- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Certification, Authentication, Verification (CAV)	Document No.:	ADM-SOP-022
Objective:	To process and act on checking, reviewing, and certifying to the genuineness and veracity of available academic school records of learner duly performed by DepEd and the DFA pursuant to existing arrangements by the said Departments and shall be issued to the applicant.	Revision:	00
		Effective Date:	November 30, 2021
EODB Classification:	<input type="checkbox"/> Simple 1-3 days <input checked="" type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>High School/Elementary Graduates:</p> <ol style="list-style-type: none"> 1. CAV Form 2 – School Referral Form (SRF) 2. Certificate of Enrollment/ Completion/ Graduation – CAV Form 4 (original and 2 photocopies) 3. Diploma (1 original and 2 certified true copies certified by the School Head) 4. PSA Birth Certificate Copy (1 original and 2 photocopies) 5. List of Graduates certified correct by authorized official (1 original and 2 photocopies) 6. Valid ID 7. Authorization letter (if the requesting party is not the record owner, 1 original copy) 8. Valid Special Power of Attorney (SPA) for the authorized representative (1 original copy) <p><i>Additional Requirement for Undergraduates:</i></p> <ol style="list-style-type: none"> 1. Student Permanent Record (Form 137, 1 original and 2 photocopies certified by the School Head/ Records Custodian/ Registrar) 2. Transmittal (1 original and 2 photocopies certified by the School Head) <p><i>Additional Requirements for Graduates from private schools:</i></p> <ol style="list-style-type: none"> 1. Special Order (1 original and 2 photocopies certified by the School Head) 	<p>School Attended School Attended</p> <p>School Attended</p> <p>Client School Attended</p> <p>Client Requesting Person</p> <p>Requesting Person</p> <p>School Attended</p> <p>Requesting Person</p>
<p>Graduate and undergraduate from public schools:</p> <ol style="list-style-type: none"> 1. List of Approved CAV Request – CAV Form 6, CAV Form 14, CAV 14 (1 original and 2 photocopies) 2. Request Form for ALS & PEPT Result Rating – CAV Form 13 (1 original and 2 photocopies) 3. Indorsement from School Division – CAV Form 13 (1 original and 2 photocopies) 4. Diploma (1 original and 2 certified true copies certified by the School Head) 5. ALS Accreditation & Equivalency Test Result (for ALS) (1 original and 2 certified true copies) 6. PEPT Test Result Rating (1 original and 2 certified true copies) 7. PSA Birth Certificate Copy (1 original and 2 photocopies) 	<p>School Attended</p> <p>School Attended /BEA Division Office</p> <p>School Attended</p> <p>Division Office/BEA</p> <p>Division Office Client</p>

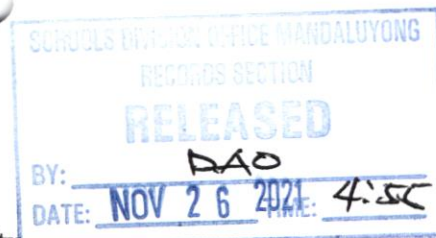
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Request for and completely fill-out the CAV application form from the school	1.1 Receive and check the completely filled out CAV application form and all supporting documents of the client.	N/A	10 minutes	School Records Custodian/ Registrar *in his/her absence, the School Head
	1.2 Search for the appropriate Academic School Records as requested by the applicant. Verify if authenticated by the School Head. For ALS A&E Test and PEPT Rating, coordinate with the Division Records Officer or Division ALS Coordinator.	N/A	10 minutes	School Records Custodian/ Registrar Division Records Officer/ Division ALS Coordinator
	1.3 Assign specific CAV number and print SF10/Form 137 signed by the School Head. Provide 3 photocopies for Form 137 and Diploma.	N/A	10 minutes	School Records Custodian/ Registrar
	1.4 Provide 3 copies of each Certificate signed by the School Head.	N/A	10 minutes	School Records Custodian/ Registrar
	1.5 Inform the Regional Office about the CAV request through email or text message. Wait for the reply about the schedule of the client.	N/A	5 minutes	School Records Custodian/ Registrar
	1.6 Release to the client all the documents sealed in a brown envelope. The requesting client will submit the documents to the Regional Office.	N/A	5 minutes	School Records Custodian/ Registrar Requesting Student/ Client
1 step	6 steps	None	50 minutes	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
Prepared by:  ANNRA T. ELEN Records Officer	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

November 26, 2021

OFFICE MEMORANDUM

No. 11-33, s. 2021

**DEPLOYMENT OF ADM-SOP-021 REVISION 00 TITLED AS
 ISSUANCE OF REQUESTED DOCUMENTS
 (CTC AND PHOTOCOPY OF DOCUMENTS)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Issuance of Requested Documents (CTC and Photocopy of Documents)
Document No.	ADM-SOP-021
Revision:	00
Effective Date:	November 30, 2021
Process Owner:	Annra T. Elen

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/November 26, 2021





Schools Division Office of Mandaluyong

Standard Operating Procedure
prescribed to

- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act



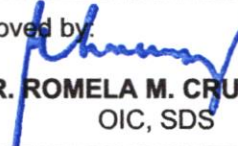
Process Title:	Issuance of Requested Documents (CTC and Photocopy of Documents)	Document No.:	ADM-SOP-021
Objective:	To provide requested documents to teaching, non-teaching personnel, and retirees whose documents were beyond recovery due to wear and tear to be used for any legal purposes.	Revision:	00
		Effective Date:	November 30, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Requisition Slip	Records Unit
2. 2 Valid ID (Original and Photocopy)	Requesting Person and/or Authorized Person
3. Authorization Letter	Requesting Person

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit the accomplished requisition slip with valid ID or authorization letter with photocopy ID of the requesting party and the original ID of the authorized person	1.1 Receives the form and searches the requested document.	N/A	20 minutes	Records Staff
	1.2 Prepares and photocopy/scans the valid IDs.	N/A	5 minutes	Records Staff
	1.3 Once the document is obtained, the Records Officer will review and verify the document and certify true copy.	N/A	10 minutes	Records Officer
	1.4 Releases the document to the client.	N/A	5 minutes	Records Staff

2. Receive the requested document		N/A	1 minute	
2 steps	4 steps	None	41 minutes	

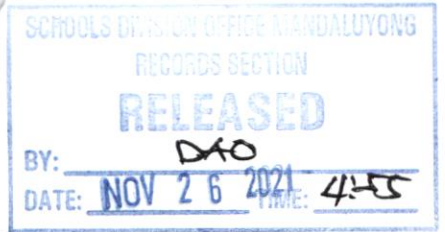
<p>Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>	<p>Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>
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<p>Prepared by:</p>  <p>ANNRA T. ELEN Records Officer</p>	<p>Reviewed by:</p>  <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:</p>  <p>DR. ROMELA M. CRUZ, CESE OIC, SDS</p>
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Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

November 26, 2021

OFFICE MEMORANDUM

No. 11-32, s. 2021

**DEPLOYMENT OF ADM-SOP-020 REVISION 00 TITLED AS
 ISSUANCE OF REQUESTED DOCUMENTS (NON-CTC)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Issuance of Requested Documents (Non-CTC)
Document No.	ADM-SOP-020
Revision:	00
Effective Date:	November 30, 2021
Process Owner:	Annra T. Elen

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/November 26, 2021





Schools Division Office of Mandaluyong

Standard Operating Procedure

prescribed to

- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Issuance of Requested Documents (Non-CTC)	Document No.:	ADM-SOP-020
Objective:	To provide a copy of the requested document to teaching, non-teaching personnel, and retirees.	Revision:	00
		Effective Date:	November 30, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Requisition Slip	Records Unit
2. 2 Valid ID (Original and Photocopy)	Requesting Person and/or Authorized Person
3. Authorization Letter	Requesting Person

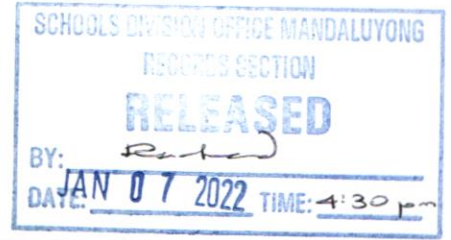
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit the accomplished requisition slip with valid ID or authorization letter of the requesting party and the original ID of the authorized person	1.1 Receives the form and searches the requested document.	N/A	20 minutes	Records Staff
	1.2 Prepares, photocopy and releases the document to the client.	N/A	5 minutes	Records Staff
2. Receive the requested document		N/A	1 minute	
2 steps	2 steps	None	26 minutes	

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Prepared by: ANNRA T. ELEN Records Officer	Reviewed by: DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by: DR. ROMELA M. CRUZ, CESE OIC, SDS	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 7, 2022

OFFICE MEMORANDUM
 No. 009, s. 2022

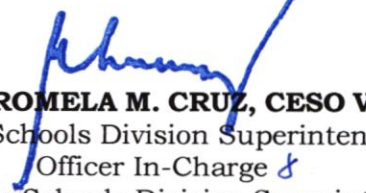
**DEPLOYMENT OF ADM-SOP-032 REVISION 00 TITLED AS
 ISSUANCE OF REQUESTED SCHOOL DOCUMENTS IN
 CERTIFIED TRUE COPY (CTC) AND PHOTOCOPY**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Issuance of Requested School Documents in Certified True Copy (CTC) and Photocopy
Document No.	ADM-SOP-032
Revision:	00
Effective Date:	January 10, 2022
Process Owner:	Annra T. Elen

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 7, 2022





Schools Division Office of Mandaluyong

Standard Operating Procedure
prescribed to

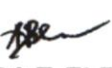


- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Issuance of Requested School Documents in Certified True Copy (CTC) and Photocopy	Document No.:	ADM-SOP-032
Objective:	To provide a copy of the requested document to students, teaching, non-teaching personnel, and retirees.	Revision:	00
		Effective Date:	January 10, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Requisition Slip	Guard on Duty or Registrar's Office
2. 1 Valid ID (Original and Photocopy)	Requesting Person and/or Authorized Person
3. Authorization Letter	Requesting Person

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Fill out the requisition slip form	1.1 Provides the client the requisition slip form.	None	5 minutes	School Guard/ Registrar or Registrar's staff
2. Submit the accomplished requisition slip with valid ID or authorization letter with photocopy ID of the requesting party and the original ID of the authorized person	2.1 Receives the form and searches the requested document.	None	20 minutes	Registrar or Registrar's staff
	2.2 Prepares and photocopy/scans the valid ID.	None	5 minutes	Registrar's staff
	2.3 Once the document is obtained, the Registrar will review and verify the document. 2.3.1 For photocopy, endorse to the Registrar's staff 2.3.2 For CTC, endorse to the School Head or	None	15 minutes	Registrar or Registrar's staff

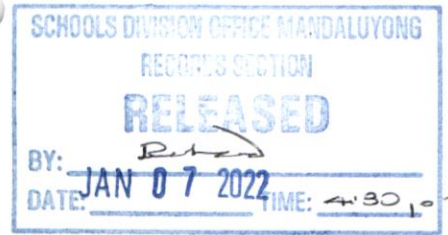
	Officer-in-Charge			
3. Receive the requested document	3.1 Releases the document to the client.	None	5 minutes	Registrar's staff
3 steps	5 steps	None	50 minutes	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by: </p> <p>ANNRA T. ELEN Records Officer</p>	<p>Reviewed by: </p> <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by: </p> <p>DR. ROMELA M. CRUZ, CESO VI OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 7, 2022

OFFICE MEMORANDUM
 No. 010, s. 2022

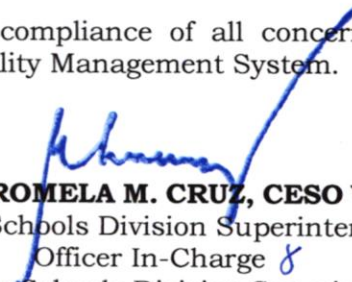
**DEPLOYMENT OF ADM-SOP-033 REVISION 00 TITLED AS
 ISSUANCE OF SCHOOL FORMS, CERTIFICATIONS
 AND OTHER SCHOOL PERMANENT RECORDS**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Issuance of School Forms, Certifications and other School Permanent Records
Document No.	ADM-SOP-033
Revision:	00
Effective Date:	January 10, 2022
Process Owner:	Annra T. Elen

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 7, 2022





Schools Division Office of Mandaluyong

Standard Operating Procedure

prescribed to



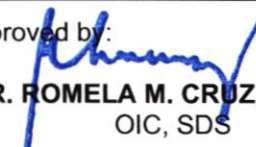
- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Issuance of School Forms, Certifications and other School Permanent Records	Document No.:	ADM-SOP-033
Objective:	To provide a copy of school forms, certifications, and other School Permanent Records to students, teaching and non-teaching personnel.	Revision:	00
		Effective Date:	January 10, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Requisition Slip	Guard on Duty or Registrar's Office
2. 1 Valid ID (Original and Photocopy)	Requesting Person and/or Authorized Person
3. Authorization Letter	Requesting Person

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Fill out the requisition slip form	1.1 Provides the client the requisition slip form.	None	5 minutes	School Guard/ Registrar or Registrar's staff
2. Submit the accomplished requisition slip with valid ID or authorization letter with photocopy ID of the requesting party and the original ID of the authorized person	2.1 Receives the form and endorses the requested documents to concerned school personnel.	None	10 minutes	Registrar or Registrar's staff
	2.2 Prepares the requested document. 2.2.1 School Forms 2.2.2 Certifications 2.2.3 Other Permanent Records	None	30 minutes	Registrar Registrar or AO Registrar
	2.3 Prepares and photocopy/scans the valid Ids.	None	5 minutes	Registrar's staff

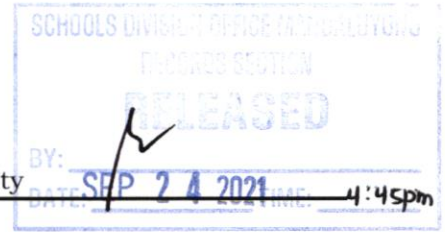
3. Receive the requested document	3.1 Releases the document to the client.	None	5 minutes	Registrar's staff
3 steps	5 steps	None	50 minutes	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>	<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>
<p>Prepared by: </p> <p>ANNRA T. ELEN Records Officer</p>	<p>Reviewed by: </p> <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>
<p>Approved by: </p> <p>DR. ROMELA M. CRUZ, CESO VI OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 24, 2021

OFFICE MEMORANDUM
 No. 09-47, s. 2021

**DEPLOYMENT OF ADM-SOP-014 REVISION 01
 TITLED AS INCOMING AND OUTGOING COMMUNICATIONS**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Incoming and Outgoing Communications
Document No.	ADM-SOP-014
Revision:	01
Effective Date:	September 27, 2021
Process Owner:	Annra T. Elen

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/September 24, 2021

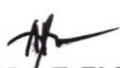

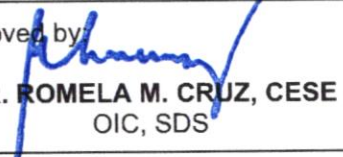


 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Incoming and Outgoing Communications	Document No.:	ADM-SOP-014
Objective:	To establish and maintain effective and systematic control in receiving and releasing of incoming and outgoing communications to appropriate repository units for immediate action.	Revision:	01
		Effective Date:	September 27, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Official Communications 2. Routing Slip	Public & Private Schools, Local Government Unit & other government agencies, Private Individuals & Companies

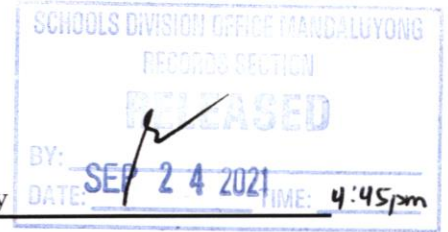
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit official communications to the Records Section such as but not limited to: a. Letter b. Memorandum c. Advisory d. Report e. Electronic Mail f. Others	1.1 Receives, reads, classifies, stamps Received with date, time, initial and reference number. Note: For electronic mail, print the thread and the attachment, if there's any.	None	10 minutes	Records Staff
	1.2 Logs communications, scans and attaches Routing Slips for appropriate action. Note: Only communications from electronic mail and Region/Central Office need scanning and Routing Slip	None	10 minutes	Records Staff Records Officer
	1.3 Releases to concerned offices, divisions, units of section with necessary notes.	None	20 minutes	Records Staff
	1.4 Encodes details of the communications in the Document Tracking System.	None	5 minutes	Records Staff

<p>2. For communications that need to be released as Memorandum/Advisory, SDS staff submits the signed Memorandum/Advisory with attached communications.</p> <p>Note: The memorandum shall be compliant to Deped Order No. 31, s. 2019 DepEd Visual Identity and Service Marks</p> <p>For communications that need to be released to the schools, Regional Office/Central Office or other External Clients, submit documents to the Records Section.</p>	<p>2.1 Receives, reads, classifies, stamps Released with date, time, initial and reference number.</p>	None	5 minutes	Records Staff
	<p>2.2 Scans and logs the Memorandum/Advisory and documents to be released to external clients</p>	None	5 minutes	Records Staff
	<p>2.3 Uploads the Memorandum/Advisory in the website through Wordpress and Google Drive</p> <p>For communications to be released to schools and other external clients, release to School or Division Liaison</p>	None	5 minutes	<p>Records Staff Records Officer</p> <p>School/Division Liaison</p>
2 steps	7 steps	None	1 hour	

<p>Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>	<p>Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by: </p> <p>ANNRA T. ELEN Records Officer</p>	<p>Reviewed by: </p> <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by: </p> <p>DR. ROMELA M. CRUZ, CESE OIC, SDS</p>



Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 24, 2021

OFFICE MEMORANDUM
 No. 09-45, s. 2021

**DEPLOYMENT OF ADM-SOP-012 REVISION 01
 TITLED AS RECORDS DISPOSAL**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Records Disposal
Document No.	ADM-SOP-012
Revision:	01
Effective Date:	September 27, 2021
Process Owner:	Annra T. Elen

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

[Signature]
ROMELA M. CRUZ, CESE
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/September 24, 2021





Schools Division Office of Mandaluyong

Standard Operating Procedure

prescribed to

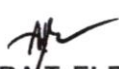


- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Records Disposal	Document No.:	ADM-SOP-012
Objective:	To establish and maintain effective and systematic control in disposing valueless, inactive/non-current documents that have reached its total Retention Period.	Revision:	01
		Effective Date:	September 27, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Inventory Request	Different Offices
NAP Form No. 3	Records Office

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit inventory of records for disposal to the Records Unit	1.1 Prepares inventory of valueless, inactive/non current documents for disposal in compliance to DEPED Records Disposition Schedule (RDS) and the National Archives of the Phils (NAP) and General Records Disposition Schedule (GRDS)	None	60 minutes	Records Staff/Custodian
	1.2 Prepares NAP form no.3 Request for Authority to dispose of records	None	5 minutes	Records Staff/Custodian
	1.3 Logs and forwards NAP form no.3 in triplicate copies to the requesting units for review and signature and to the Committee for final approval	None	5 minutes	Records Staff/Custodian
	1.4 Email / mail signed request letter and signed NAP form no.3 to the National Archives Office	None	10 minutes	Records Officer
	1.5 Upon receipt of the Notification from NAP checks the recommended mode of disposal and prepares Letter of Availment	None	10 minutes	Records Officer
	1.6 Notifies COA to witness the actual disposal	None	10 minutes	Records Officer
	1.7 During the actual disposal, requests from the cashier Official	None	10 minutes	Records Officer

	Receipt (OR)			
	1.8 Remits the cash to the cashier		5 minutes	Records Officer
	1.9 Files the approved NAP form no.3, NAP form no.6	None	5 minutes	Records Staff/Custodian
0 steps	9 steps	None	2 hours	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:</p>  <p>ANNRA T. ELEN Records Officer</p>	<p>Reviewed by:</p>  <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:</p>  <p>DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 24, 2021

OFFICE MEMORANDUM

No. 09-46, s. 2021

**DEPLOYMENT OF ADM-SOP-013 REVISION 01
 TITLED AS RECORDS MANAGEMENT SYSTEM**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Records Management System
Document No.	ADM-SOP-013
Revision:	01
Effective Date:	September 27, 2021
Process Owner:	Annra T. Elen

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

[Handwritten Signature]

ROMELA M. CRUZ, CESE
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE



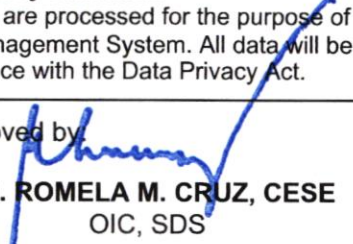
SVO/JDSM/September 24, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> DepEd Citizen's Charter, RA 11032 Ease of Doing Business Act, EO 2, s. 2016 Freedom of Info. Act RA 10173 Data Privacy Act 	
Process Title:	Records Management System	Document No.:	ADM-SOP-013
Objective:	To establish guidelines and procedures in maintaining efficient and systematic control of records and to ensure security and safety of documents.	Revision:	01
		Effective Date:	September 27, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Official communications/documents	Public and Private Schools, Different Offices/Individuals (Internal Parties)

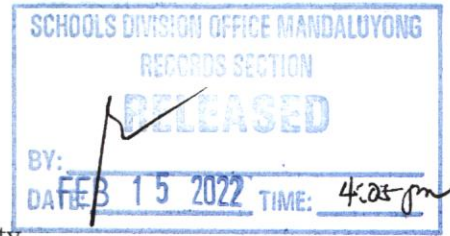
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit official communication s/ documents Issuances to Records Unit	1.1 Reads and inspects the documents and checks the integrity.	None	5 minutes	Records Staff
	1.2 Classifies the documents and arranges in Alphabetical Order or in Numerical Filing	None	5 minutes	Records Staff
	1.3 Files the documents and exercises practical measures to preserve documents and prevent deterioration.	None	5 minutes	Records Staff
0 steps	3 steps	None	15 minutes	

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Prepared by:	Reviewed by:	Approved by:	
 ANNRA T. ELEN Records Officer	 DR. AURELIO G. ALFONSO, CESE OIC, ASDS	 DR. ROMELA M. CRUZ, CESE OIC, SDS	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

February 15, 2022

OFFICE MEMORANDUM

No. 060, s. 2022

**DEPLOYMENT OF SGOD-SOP-004 REVISION 00 TITLED AS
 ENROLLMENT (DEFAULT)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Enrollment (Default)
Document No.	SGOD-SOP-004
Revision:	00
Effective Date:	February 16, 2022
Process Owner:	Christian Marx P. Rivero

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESO VI
 Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/February 15, 2022





Schools Division Office of Mandaluyong

Standard Operating Procedure
prescribed to

- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act




Process Title:	Enrollment (Default)	Document No.:	SGOD-SOP-004
Objective:	To facilitate the process of registering learners into the Learner Information System (LIS) upon the submission of required supporting documents and the first date of attendance. Learners are officially enrolled if all required documents are submitted.	Revision:	00
		Effective Date:	February 16, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	4

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Education Enrollment Form/ Learner's Enrollment Survey Form (LESF) -1 original, 1photocopy	Records/Guidance Office
Affidavit of Undertaking - 1 copy	Records/Guidance Office
Pledge of Transferee - 1 copy	Records/Guidance Office
Learner's Credentials (Form 138/SF9 and Form 137/SF10)	Records/Guidance Office
PSA Birth Certificate - 1 original, 1 Certified True Copy) Philippine Statistics Authority	Records/Guidance Office

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Eligibility Standards from DepEd Order 03, s. 2018				
Kinder Children aged five years old by August 31 st day of the School Year they enroll Child				
Grade 1 a. Children who are completed Kindergarten programs in DepEd Accredited schools & centers b. Certificate of Completion and Progress Report Card	School			

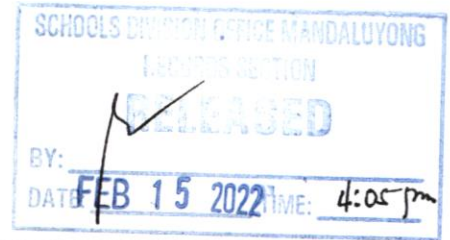
<p>c. Children who are six (6) years old and above by August 31st of the school year they will enroll in and who have not completed Kindergarten</p> <p>d. Result of Early Childhood Care and Development (ECCD) Assessment Checklist</p> <p>e. Children who are completed any form of Kindergarten program in non-DepEd accredited learning and day-care centers, or home-schooled learners (DO 47, s 2016)</p> <p>f. Result of Philippine Educational Placement Test (PEPT) or Philippine Validating Test (PVT)</p>				
<p>Grade 7</p> <p>a. Grade 6 Graduate</p> <p>b. School Form 9 Grade 6 (formerly Form 138)</p>	School			
<p>c. PEPT Passer or A&E Test Passer</p> <p>d. Result of PEPT or A&E Test</p>	BEA, DepEd Central Office			
<p>Grade 11</p> <p>a. Grade 10 Completer</p> <p>b. School Form 9 Grade 10 (formerly Form 138)</p>	School			
<p>c. PEPT Passer or A&E Test Passer</p>	BEA, DepEd Central Office			
<p>1. Legibly fill-out the Basic Education Enrollment Form, Affidavit of Undertaking, Pledge of Transferees (For Transferees)</p>	<p>1.1 Check the completeness of information in the Basic Ed Enrollment Form and other relevant requirements. Accomplished needed info in the forms for</p>	None	15 Minutes	Teacher-in-Charge

	DepEd Personnel In-Charge			
2. Submit complete requirements for enrollment per grade level	2.1. Receive and log complete requirements per grade level If incomplete, tag as Temporary enrolled & required to submit Affidavit of Undertaking	None	15 Minutes	Teacher-in-Charge
	2.2. Approval of transfer by School Head	None	10 Minutes	School Head
	2.3. Endorsement and Submission of list of enrollees to the Records/ Registrar	None	1 day	Teacher-in-Charge
	2.4. Listing of Enrollees for sectioning	None	1 Hour	Teacher/Adviser
	2.5. Post List of Learner's Sections	None	1 Hour	Teacher/Adviser
	2.6. (For transferees from Private Schools) Temporary enroll learners with incomplete credentials/ requirements: Endorsement to ICT/LIS Coordinator	None	30 Minutes	Teacher/Adviser
2 steps	7 steps	None	1 day, 3 hours, 10 minutes	

<p>Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>	<p>Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:  CHRISTIAN MARX P. RIVERO SEPS, Planning and Research</p>	<p>Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:  DR. ROMELA M. CRUZ, CESO VI SDS</p>



Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

February 15, 2022

OFFICE MEMORANDUM
 No. 061, s. 2022

**DEPLOYMENT OF SGOD-SOP-005 REVISION 00 TITLED AS
 ENROLLMENT (ONLINE)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Enrollment (Online)
Document No.	SGOD-SOP-005
Revision:	00
Effective Date:	February 16, 2022
Process Owner:	Christian Marx P. Rivero

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/February 15, 2022




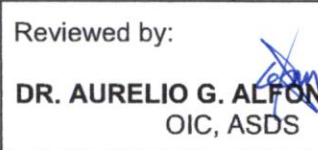
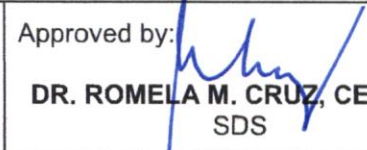
 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Enrollment (Online)	Document No.:	SGOD-SOP-005
Objective:	School caters enrollment of learners using different web-based platforms such as social media (school official Facebook account and Messenger), school email address and Google form link to efficiently register students. Learners are officially enrolled if all required documents are submitted online using the stated platforms.	Revision:	00
		Effective Date:	February 16, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	3

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Education Enrollment Form/ Learner's Enrollment Survey Form (LESF) -1 original, 1photocopy	Records/Guidance Office
Affidavit of Undertaking - 1 copy	Records/Guidance Office
Pledge of Transferee - 1 copy	Records/Guidance Office
Learner's Credentials (Form 138/SF9 and Form 137/SF10)	Records/Guidance Office
PSA Birth Certificate - 1 original, 2 photocopies	Philippine Statistics Authority
Eligibility Standards from DepEd Order 03, s. 2018	
Kinder Children aged five years old by August 31st of the School Year they enroll	
<p style="text-align: center;">Grade 1</p> <p>a. Children who are completed Kindergarten programs in DepEd Accredited schools & centers</p> <p>b. Certificate of Completion and Progress Report Card</p> <p>c. Children who are six years old and above by August 31st of the school year they will enroll in and who have not completed Kindergarten</p> <p>d. Result of Early Childhood Care and Development (ECCD) Assessment Checklist</p> <p>e. Children who are completed any form of Kindergarten program in non-DepEd accredited learning and day-care centers, or home-schooled learners (DO 47, s 2016)</p>	School

f. Result of Philippine Educational Placement Test (PEPT) or Philippine Validating Test (PVT)	Bureau of Education Assessment, DepEd Central Office
Grade 7 e. Grade 6 Graduate f. School Form 9 Grade 6 (formerly Form 138) g. PEPT Passer or A&E Test Passer	School
Result of PEPT or A&E Test	BEA, DepEd Central Office
Grade 11 a. Grade 10 Completer b. School Form 9 Grade 10 (formerly Form 138) c. PEPT Passer or A&E Test Passer d. Result of PEPT or A&E Test	School BEA, DepEd Central Office

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Message the School-inCharge for enrollment for the digital Basic Education Enrollment Form, Affidavit of Undertaking, Pledge of Transferees (For Transferees)	1.1 Send the digitize Basic Education Enrollment form and the other relevant requirements needed to the most preferred online platform of the enrollee	None	5 Minutes	Student/ Parent/ Teacher-in-Charge
2. Access the online enrollment form provided by the school per grade level and fill-in the pertinent data required in the form (Google forms/ docs, FB messenger, school email address)		None	5 Minutes	Student/ Parent
3. Submit the form online and other documents required by the school	3.1 Access, download and print the received documents and log the requirements per grade level. If incomplete, tag as temporarily enrolled and required to submit online the Affidavit of Undertaking.	None	5 Minutes	Student/ Parent Adviser/ ICT Coordinator
4. Leave a personal message to the school FB Account/ Email to notify the school ICT about the student's enrollment status.	4.1 Give response to the enrollee on the status of enrollment process and/or Approval of Transfer (School Head)	None	5 Minutes	Student/Parent Adviser/ ICT Coordinator School Head
	4.2. Endorsement and submission of list of enrollees to the Records/Registrar	None	4 hours	Teacher-Incharge Adviser

	4.3. Listing of Enrollees for sectioning	None	30 Minutes	Teacher/Adviser
	4.4. Post List of Learner's Sections	None	1 hour	Teacher/Adviser
	4.5. (For transferees from Private Schools) Temporary enroll learners with incomplete credentials/requirements: Endorsement to ICT/LIS Coordinator	None	30 minutes	Teacher/Adviser
4 steps	7 steps	None	6 hours, 20 minutes	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:</p>  <p>CHRISTIAN MARX P. RIVERO SEPS, Planning and Research</p>	<p>Reviewed by:</p>  <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:</p>  <p>DR. ROMELA M. CRUZ, CESO VI SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

February 11, 2022

OFFICE MEMORANDUM
 No. 055, s. 2022

**DEPLOYMENT OF SGOD-SOP-001 REVISION 00 TITLED AS
 REQUEST FOR BASIC EDUCATION DATA (EXTERNAL STAKEHOLDER)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Request for Basic Education Data (External Stakeholder)
Document No.	SGOD-SOP-001
Revision:	00
Effective Date:	February 15, 2022
Process Owner:	Ma. Delma A. Abringe

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

[Signature]
ROMELA M. CRUZ, CESO VI
 Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/February 11, 2022



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Request for Basic Education Data (External Stakeholder)	Document No.:	SGOD-SOP-001
Objective:	Generate and provide data that includes official certifications on enrolment, district data on Master list of schools, school heads and contact numbers, inventory of teachers and performance indicators. Data requests from school districts, public and private schools must be officially communicated through proper channels indicating the purpose of such requests.	Revision:	00
		Effective Date:	February 15, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter request addressed to SDS (email/hard copy)	Client: External Stakeholders

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Letter request addressed to SDS (email/hard copy)	1.1. Receive the letter request from the client and forward it to the SDS	None	10 minutes	Records Unit Personnel
	1.2. Refer letter request to Chief, SGOD	None	5 minutes	Records Unit
	1.3. Refer the Letter request to Planning Officer	None	5 minutes	Chief, SGOD
	1.4. Make the necessary action undertaken to the said letter request	None	3 days	Planning Officer
	1.5. Prepare the transmittal letter and attachments to be signed by SDS	None	5 minutes	Planning Officer
	1.6 Receive signed report and forward to Records Section	None	5 Minutes	Planning Officer/ Unit Staff

2. Receive the necessary document	2.1 Release the documents to the End User	None	2 minutes	Records Officer/ Unit Staff
2 steps	7 steps	None	3 days and 32 minutes	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:</p> <p><i>Meabringer</i></p> <p>MA. DELMA A. ABRINGE Planning Officer III</p>	<p>Reviewed by:</p> <p><i>[Signature]</i></p> <p>DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:</p> <p><i>[Signature]</i></p> <p>DR. ROMELA M. CRUZ, CESO VI SDS</p>	



Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office – Mandaluyong City

SCHOOLS DIVISION OFFICE MANDALUYONG
 RECORDS SECTION
RELEASED
 BY: Rivera
 DATE: **FEB 14 2022** 3:05

**Office of the Schools Division
 Superintendent**

February 11, 2022

OFFICE MEMORANDUM
 No. 056, s. 2022

**DEPLOYMENT OF SGOD-SOP-002 REVISION 00 TITLED AS
 REQUEST FOR BASIC EDUCATION DATA (INTERNAL STAKEHOLDER)**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Request for Basic Education Data (Internal Stakeholder)
Document No.	SGOD-SOP-002
Revision:	00
Effective Date:	February 15, 2022
Process Owner:	Ma. Delma A. Abringe

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/February 11, 2022



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Request for Basic Education Data (Internal Stakeholder)	Document No.:	SGOD-SOP-002
Objective:	Provide Basic Education Data, Information generated from the Basic Education Information System Modules including education statistics, sector performance indicators and profile of public and private schools, learning centers and other education service providers.	Revision:	00
		Effective Date:	February 15, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request addressed to the SGOD Chief (email /hard copy)	Client /Internal Stakeholder

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit signed Letter Request to the SGOD Chief (Email/Hard copy)	1.1. Receive letter request from the client and forward to the SGOD Chief	None	10 minutes	SGOD / Records Staff
	1.2. Refer letter request to Planning Officer	None	5 minutes	SGOD Chief/ Records Staff
	1.3. Make the necessary action undertaken to the said letter request	None	2 days	Planning Officer
	1.4 Refer the Report to the SGOD Chief for validation and signature	None	15 minutes	Planning Officer
	1.5. Prepare the transmittal letter to be signed by SDS	None	5 Minutes	Planning Officer
	1.6 Return the documents signed by the SDS to the SGOD Staff	None	2 minutes	OSDS Staff

2.Receive the necessary documents	2.1 Release the documents to the end User	None	2 minutes	SGOD / Records Staff
2 steps	7 steps	None	2 days, 39 minutes	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
Prepared by: <i>MA. Delma A. Abring</i> MA. DELMA A. ABRINGE Planning Officer III	Reviewed by: <i>DR. Aurelio G. Alfonso</i> DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by: <i>DR. Romela M. Cruz</i> DR. ROMELA M. CRUZ, CESO VI SDS	



Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

February 15, 2022

OFFICE MEMORANDUM
 No. 059, s. 2022

**DEPLOYMENT OF SGOD-SOP-003 REVISION 00 TITLED AS
 REQUEST FOR DATA FOR EBEIS/LIS/NAT AND PERFORMANCE INDICATORS**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Request for Data for EBEIS/LIS/NAT and Performance Indicators
Document No.	SGOD-SOP-003
Revision:	00
Effective Date:	February 16, 2022
Process Owner:	Ma. Delma A. Abringe

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESO VI
 Schools Division Superintendent 8

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/February 15, 2022





Schools Division Office of Mandaluyong

Standard Operating Procedure
prescribed to

- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Request for Data for EBEIS/LIS/NAT and Performance Indicators	Document No.:	SGOD-SOP-003
Objective:	This service is intended for the processing of requests of data for EBEIS, LIS, NAT, and Performance Indicators.	Revision:	00
		Effective Date:	February 16, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

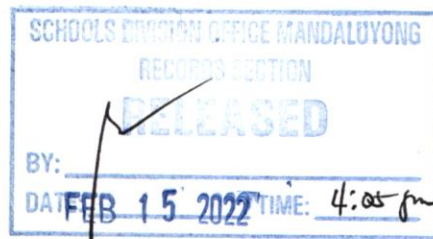
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request (email /hard copy)	Station assignment (to be secured by the concerned employee)

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Letter request addressed to SDS (email/hard copy)	1.1. Receives letter request to be forwarded to the SDS for referral	None	10 minutes	Records Unit
	1.2. Refer letter request to Chief, SGOD	None	5 minutes	SDS/Records Unit
	1.3. Refer the Letter request to Planning Officer	None	5 Minutes	Chief, SGOD
	1.4. Make the necessary action undertaken to the said letter request	None	2 days	Planning Officer
	1.5. Prepare the transmittal letter and attachments to be signed by SDS	None	5 minutes	Planning Officer
2. Receive the necessary document	2.1 Release the documents to the End User	None	2 minutes	Records Officer/ Unit Staff
2 steps	6 steps	None	2 days, 27 minutes	

<p>Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>	<p>Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by: <i>MA. DELMA A. ABRINGE</i> MA. DELMA A. ABRINGE Planning Officer III</p>	<p>Reviewed by: <i>DR. AURELIO G. ALFONSO</i> DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by: <i>DR. ROMELA M. CRUZ</i> DR. ROMELA M. CRUZ, CESO VI SDS</p>



Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office – Mandaluyong City



Office of the Schools Division Superintendent

February 15, 2022

OFFICE MEMORANDUM
 No. 062, s. 2022

DEPLOYMENT OF SGOD-SOP-006 REVISION 00 TITLED AS SCHOOL LEARNING AND DEVELOPMENT

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	School Learning and Development
Document No.	SGOD-SOP-006
Revision:	00
Effective Date:	February 16, 2022
Process Owner:	Johnlord S. Mendoza

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

[Signature]
ROMELA M. CRUZ, CESO VI
 Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE



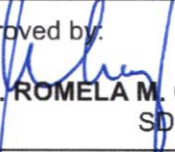
SVO/JDSM/February 15, 2022



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	School Learning and Development	Document No.:	SGOD-SOP-006
Objective:	A strategic initiative based on the result of the consolidated Development Plan and other similar needs assessments to address any competency gap or gaps that affect or contribute to a personnel's performance. This could be done through Learning Action Cell (SLAC), Coaching and Mentoring, In-Service Training (INSET), Work Immersion, or Team Development.	Revision:	00
		Effective Date:	February 16, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Division Training Plan Form	SEPS HRD
Accomplished IPCRF	Concerned Personnel / Group
Accomplished Development Plan	Concerned Personnel / Group
Project Proposal	Concerned Personnel / Group
M & E Form	SEPS M & E

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit the Requirements	1.1 Receive complete requirements	None	5 minutes	Training Proponents
	1.2 Identify the strengths and needs of teachers	None	1 day	Training Proponents
	1.3 Crafting of Development Plan	None	1 day	Training Proponents
	1.4 Conduct of Intervention	None	(Depends on Intervention)	Training Proponents
	1.5 Monitoring & Evaluation	None	30 mins	SEPS M & E
1 step	5 steps	None	2 days and 35 minutes (plus number of hours/days dependent on intervention type)	

<p>Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>	<p>Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:  JOHN LORD S. MENDOZA SEPS, HRD</p>	<p>Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:  DR. ROMELA M. CRUZ, CESO VI SDS</p>



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 24, 2022

OFFICE MEMORANDUM

No. 026, s. 2022

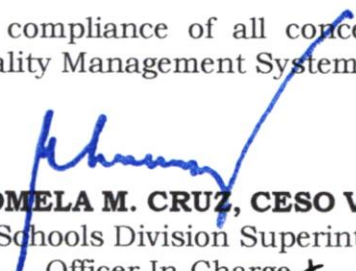
**DEPLOYMENT OF ADM-SOP-008 REVISION 01 TITLED AS
 ACCEPTANCE AND DISTRIBUTION OF TEXTBOOK,
 SUPPLIES AND EQUIPMENT**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Acceptance and Distribution of Textbook, Supplies and Equipment
Document No.	ADM-SOP-008
Revision:	01
Effective Date:	January 25, 2022
Process Owner:	Arturo C. Morales

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge &
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

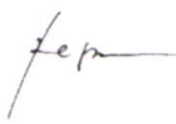

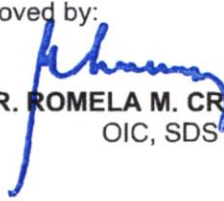
SVO/JDSM/January 24, 2022



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Acceptance and Distribution of Textbook, Supplies and Equipment	Document No.:	ADM-SOP-008
Objective:	To establish and maintain a systematic acceptance of textbook, common supplies and equipment in the office	Revision:	01
		Effective Date:	January 25, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Delivery Receipt	Supplier
Sales Invoice	Supplier

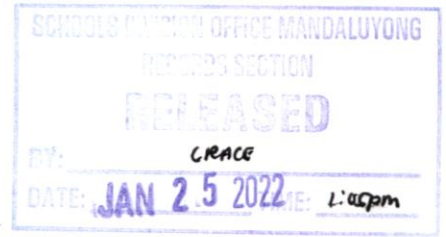
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Supplier delivers the textbook, supplies and/or equipment	1.1 Supply Staff receives and inspects delivered goods	None	10 minutes	Supply Staff
	1.2 Check the quantity of the items received through comparing the delivery receipt, inspection and acceptance receipt, and property transfer report to the Purchase Order and/or Property Transfer Report of the originating office.	None	10 minutes	Supply Staff
	1.3 Inspect, verify, approve the receipt of textbooks and/or equipment.	None	10 minutes	Supply Staff
	1.4 Prepare Property Transfer Report for recipient schools.	None	10 minutes	Supply Officer
	1.5 Review and approve the Property Transfer Report	None	10 minutes	Supply Staff
	1.6 Inform the recipient schools/office for the distribution of textbooks and/or equipment.	None	2 minutes	Supply Staff
2. Receive the textbook and/or equipment	2.1 Forward the textbook and/or equipment together with the copy of Inventory Custodian Slip or Property Acknowledgment Receipt	None	10 minutes	Supply Staff
2 steps	7 steps	None	62 minutes	

Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph		Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.
Prepared by:  ARTURO C. MORALES Administrative Officer IV Supply and Property Section	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 24, 2022

OFFICE MEMORANDUM

No. 028, s. 2022

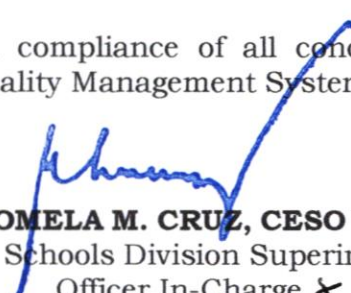
**DEPLOYMENT OF ADM-SOP-034 REVISION 00 TITLED AS
 DISTRIBUTION OF PRINTED SELF-LEARNING MODULES IN
 DISTANCE LEARNING MODALITY**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Distribution of Printed Self-Learning Modules in Distance Learning Modality
Document No.	ADM-SOP-034
Revision:	00
Effective Date:	January 26, 2022
Process Owner:	Arturo C. Morales

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge &
 Office of the Schools Division Superintendent

Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/January 24, 2022





Schools Division Office of Mandaluyong

Standard Operating Procedure
prescribed to

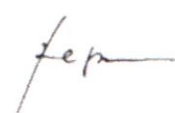

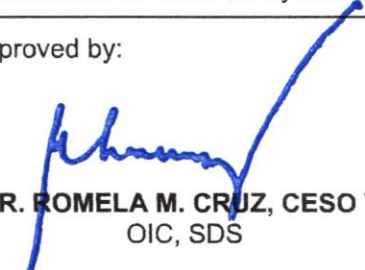
- DepEd Citizen's Charter,
- RA 11032 Ease of Doing Business Act,
- EO 2, s. 2016 Freedom of Info. Act
- RA 10173 Data Privacy Act

Process Title:	Distribution of Printed Self-Learning Modules in Distance Learning Modality	Document No.:	ADM-SOP-034
Objective:	<p>The process of distributing Self-Learning Modules to parents in School or in designated Drop-Off Stations. Basic Education-Learning Continuity Plan (BE-LCP) introduces different Distance Learning Modalities that suit to the learners' present situation in line with COVID 19 pandemic. Using Printed Modular Learning Modality is generally appropriate for learners in most cities and provinces. Learners and parents are being oriented on the Learning Modality especially on their new roles and how learning at home will be facilitated. Self-Learning Modules will be distributed to each learner.</p>	Revision:	00
		Effective Date:	January 26, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Clearance from the Local IATF 2. Safety & Health Protocols Guidelines	Barangay/Municipal IATF
3. Disinfection booth at the entrance 4. Distribution booth with protective plastic shields 5. Disinfection supplies, face masks and face shields	Prepared by the School Personnel/ Teachers/ School Supply Office
6. Attendance to the Orientation of BE-LCP and Process of Distribution of Modules	Conducted by the School
7. Student Identification Card	Learners/Students

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Parents report to the Drop-Off Stations for the first distribution	1.1 Apply disinfection procedure and body temperature check at the disinfection booth.	None	5 minutes	Security Guard/School Personnel
	1.2 Ask the learner's name	None	10 minutes	Class Adviser

	and release the module at the releasing window of the Distribution Booth. Remind the parents per grade level about the schedule distribution and retrieval of SLMs.			
	1.3. Log attendance with necessary information.	None	5 minutes	Teacher-in-charge
2. Parents return the module after a week with learner's outputs.	2.1 Receive the module with learner's outputs at the receiving window of the Distribution Booth. Check the completeness using module monitoring checklist.	None	10 minutes	Teacher-in-charge
3. Segregate the submitted SLMs and Answer Sheets.	3.1 Assist parents to place the SLMs and Answer Sheets in the designated/prepared boxes for fast segregation.	None	3 minutes	School Personnel
4. Parents receive the new modules.	4.1 Release the new module at the releasing window of the Distribution Booth.	None	5 minutes	Class Adviser
	4.2. Log attendance with necessary information.	None	5 minutes	Teacher-in-charge
	4.3 Place the submitted SLMs and Answer Sheets in the disinfecting room	None	15 minutes	Teacher-in-charge
	4.4 Deliver the submitted SLMs and Answer Sheets to the subject teacher	None	5 minutes	Teacher-in-charge
4 steps	9 steps	None	1 hour and 3 minutes	

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Prepared by:  ARTURO C. MORALES Supply Officer	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESO VI OIC, SDS	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



September 20, 2021

**Office of the Schools Division
 Superintendent**

OFFICE MEMORANDUM
 No. 09-20 s, 2021

**DEPLOYMENT OF ADM-SOP-010 REVISION 01
 TITLED AS INVENTORY**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Inventory
Document No.	ADM-SOP-010
Revision:	01
Effective Date:	September 22, 2021
Process Owner:	Arturo C. Morales

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/September 20, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Inventory	Document No.:	ADM-SOP-010
Objective:	To establish and maintain an effective and systematic inventory procedure of DepEd government assets and properties.	Revision:	01
		Effective Date:	September 22, 2021
EODB Classification:	<input type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input checked="" type="checkbox"/> Highly Technical 8-20 days	Pages:	2

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Report on the Physical Count of Property, Plant and Equipment (Php 15,000 above)	Division Supply and Property / School Custodian
Report on Physical Count and Inventory (Php 15,000 below)	Division Supply and Property / School Custodian
Property/Stock Card	Division Supply and Property / School Custodian

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
	1.1 Supply and Property Section conducts meeting and create inventory committee and schedule	None	3 hours	Supply Officer
	1.2 Prepare and release memorandum on the schedule inventory	None	60 minutes	Supply Officer
2. SDO offices and schools prepare necessary documents for the inventory	2.1 Committee conducts actual inventory of RPCPPE/RPCI	None	10 days	Supply Inventory Team
	2.2 Verifies/checks all included in the RPCPPE/RPCI submitted by the schools against the Property/Stock Card	None		Supply Inventory Team
	2.3 Sign Property/Stock Card against the submitted RPCPPE/RPCI	None		Supply Inventory Team
	2.4 Review and accept RPCPPE/RPCI	None		Supply Inventory Team
		2.5 Consolidates RPCPPE/RPCI	None	22 days
	2.6 Review and approve consolidated RPCPPE/RPCI	None	8 hours	Supply Officer

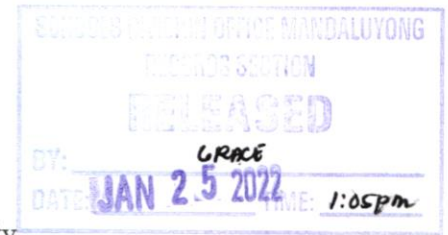
	2.7 Forward consolidated report to Superintendent for signature	None	30 minutes	Superintendent
	2.8 Signed reports forwarded to COA and Accounting Unit	None	10 minutes	Supply Staff
	2.9 File copies of report	None	5 minutes	Supply Staff
2 steps	11 steps	None	31 days, 108 minutes	

<p align="center">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>		<p align="center">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
<p>Prepared by:</p> <p align="center"><i>ACM</i> ARTURO C. MORALES Administrative Officer IV Supply and Property Section</p>	<p>Reviewed by:</p> <p align="center"><i>AG</i> DR. AURELIO G. ALFONSO, CESE OIC, ASDS</p>	<p>Approved by:</p> <p align="center"><i>RC</i> DR. ROMELA M. CRUZ, CESE OIC, SDS</p>	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 24, 2022

OFFICE MEMORANDUM
 No. 027, s. 2022

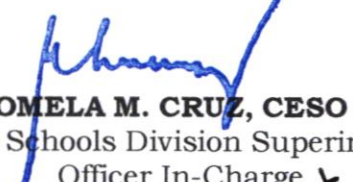
**DEPLOYMENT OF ADM-SOP-035 REVISION 00 TITLED AS
 PROPERTY AND EQUIPMENT CLEARANCE SIGNING**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDs, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Property and Equipment Clearance Signing
Document No.	ADM-SOP-035
Revision:	00
Effective Date:	January 26, 2022
Process Owner:	Arturo C. Morales

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge &
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

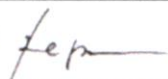

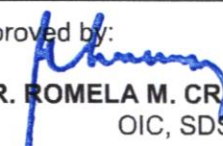
SVO/JDSM/January 24, 2022



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Property and Equipment Clearance Signing	Document No.:	ADM-SOP-035
Objective:	This process is signing of PECF form retirement, resignation, transfer of division, leave or travel abroad.	Revision:	00
		Effective Date:	January 26, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Property and Equipment Clearance Form (PECF) – 3 original copies and 1 photocopy	Human Resources Management Section

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit the accomplished form and turn over all the properties and equipments (if any)	1.1 Receive the accomplished form and checks if the concerned employee has an accountability for property and equipment. a. If an employee has no accountability, the supply officer signs the clearance part on property and equipment. b. If concerned employee has accountability, supply officer will request employee to settle all accountability.	None	15 minutes	Supply and Property Section
2. Receive signed clearance form.	2.1 File copy of signed clearance form.	None	5 minutes	Human Resources Management Section
2 steps	2 steps	None	20 minutes	

Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph		Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.	
Prepared by:  ARTURO C. MORALES Supply Officer	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESO VI OIC, SDS	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

January 21, 2022

OFFICE MEMORANDUM
 No. 022, s. 2022

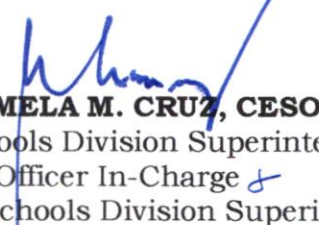
**DEPLOYMENT OF ADM-SOP-009 REVISION 01 TITLED AS
 REQUISITION AND ISSUANCE OF SUPPLIES**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Requisition and Issuance of Supplies
Document No.	ADM-SOP-009
Revision:	01
Effective Date:	January 25, 2022
Process Owner:	Arturo C. Morales

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.


ROMELA M. CRUZ, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

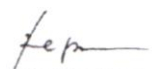
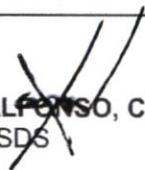
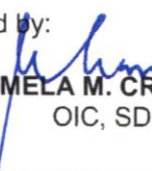
SVO/JDSM/January 21, 2022



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Requisition and Issuance of Supplies	Document No.:	ADM-SOP-009
Objective:	To establish and maintain a systematic distribution/provision of common supplies and equipment in the office	Revision:	01
		Effective Date:	January 25, 2022
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Requisition and Issue Slip	Supply and Property Section
Property Acknowledgment Receipt	Supply and Property Section
Inventory Custodian Slip	Supply and Property Section
Stock Card	Supply and Property Section

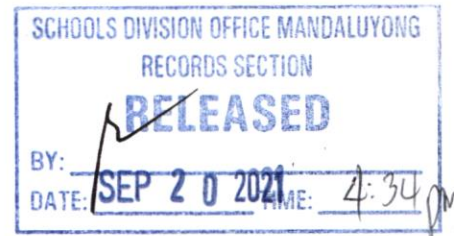
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. SDO Official requests for supplies/equipment	1.1 Receives Requisition and Issue Slip with signature	None	5 minutes	Supply Staff
	1.2 Verifies Stock Availability	None	10 minutes	Supply Staff
	1.3 If available, issue signed PAR if more than Php 15,000 or signed ICS if below Php 15,000 If not available, SDO Official requests for purchase	None	10 minutes	Supply Staff
2. SDO Official receives supplies/equipment	2.1 Updates Stock Card	None	10 minutes	Supply Staff
2 steps	4 steps	None	35 minutes	

Freedom of Information Statement This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph		Data Privacy Statement Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.	
Prepared by:  ARTURO C. MORALES Administrative Officer IV Supply and Property Section	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESO VI OIC, SDS	



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



9/20/21

**Office of the Schools Division
 Superintendent**

September 20, 2021

OFFICE MEMORANDUM

No. 09-18 s, 2021

**DEPLOYMENT OF ADM-SOP-008 REVISION 00
 TITLED AS ACCEPTANCE OF COMMON SUPPLIES AND EQUIPMENT**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Acceptance of Common Supplies and Equipment
Document No.	ADM-SOP-008
Revision:	00
Effective Date:	September 22, 2021
Process Owner:	Arturo C. Morales

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE



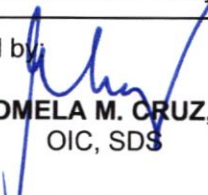
SVO/JDSM/September 20, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Acceptance of Common Supplies and Equipment	Document No.:	ADM-SOP-008
Objective:	To establish and maintain a systematic acceptance of common supplies and equipment in the office	Revision:	00
		Effective Date:	September 22, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Delivery Receipt	Supplier
Sales Invoice	Supplier

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Supplier delivers the supplies and equipment	1.1 Supply Staff receives and inspects delivered goods	None	10 minutes	Supply Staff
	1.2 Once inspected, accepts the delivered goods	None	10 minutes	Supply Staff
	1.3 Sign copies of Delivery Receipt or Sales Invoice	None	2 minutes	Supply Officer
	1.4 Records all deliveries in the Stock Card	None	10 minutes	Supply Staff
	1.5 Files copy of DR or SI	None	2 minutes	Supply Staff
	1.6 Store goods in the Stock Room	None	10 minutes	Supply Staff
1 steps	6 steps	None	44 minutes	

<p style="text-align: center;">Freedom of Information Statement</p> <p>This document will be published internally and externally. Any data from this process can be requested through https://foi.gov.ph</p>	<p style="text-align: center;">Data Privacy Statement</p> <p>Any data from this process are processed for the purpose of implementing a Quality Management System. All data will be processed in accordance with the Data Privacy Act.</p>	
Prepared by:  ARTURO C. MORALES Administrative Officer IV Supply and Property Section	Reviewed by:  DR. AURELIO G. ALFONSO, CESE OIC, ASDS	Approved by:  DR. ROMELA M. CRUZ, CESE OIC, SDS



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office – Mandaluyong City



**Office of the Schools Division
 Superintendent**

September 20, 2021

OFFICE MEMORANDUM

No. 09-19 s, 2021

**DEPLOYMENT OF ADM-SOP-009 REVISION 00
 TITLED AS PROVISION OF COMMON SUPPLIES AND EQUIPMENT**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Officials, OSDS, CID and SGOD
 All Others Concerned

1. This Office hereby deploys the approved Standard Operating Procedure with the following details:

Process Title:	Provision of Common Supplies and Equipment
Document No.	ADM-SOP-009
Revision:	00
Effective Date:	September 22, 2021
Process Owner:	Arturo C. Morales

2. For the information, guidance, and compliance of all concerned for the purpose of implementing ISO 9001:2015 Quality Management System.

ROMELA M. CRUZ, CESE

Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent


Encl. : As stated
 Reference: NONE

To be indicated in the **Perpetual Index**
 Under the following subjects:

PROCEDURE

SVO/JDSM/September 20, 2021



 Schools Division Office of Mandaluyong		Standard Operating Procedure <i>prescribed to</i> <ul style="list-style-type: none"> • DepEd Citizen's Charter, • RA 11032 Ease of Doing Business Act, • EO 2, s. 2016 Freedom of Info. Act • RA 10173 Data Privacy Act 	
Process Title:	Provision of Common Supplies and Equipment	Document No.:	ADM-SOP-009
Objective:	To establish and maintain a systematic distribution/provision of common supplies and equipment in the office	Revision:	00
		Effective Date:	September 22, 2021
EODB Classification:	<input checked="" type="checkbox"/> Simple 1-3 days <input type="checkbox"/> Complex 4-7 days <input type="checkbox"/> Highly Technical 8-20 days	Page:	1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Requisition and Issue Slip	Supply and Property Section
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Prepared by:	Reviewed by:	Approved by:	
ARTURO C. MORALES Administrative Officer IV Supply and Property Section	DR. AURELIO G. ALFONSO, CESE OIC, ASDS	DR. ROMELA M. CRUZ, CESE OIC, SDS	