



Republic of the Philippines
Department of Education
 REGION XI- DAVAO REGION
SCHOOLS DIVISION OF THE CITY OF MATI

A. CASH UNIT

1. Issuance of Official Receipt

The issuance of official receipt is a set of procedures created to standardize the efficient issuance of official receipt to clients.

Office or Division:	Cash Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All internal and external clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment – Original Copy		Accounting Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure order of payment duly signed by Head of Accounting Unit	1.1 Issue Order of Payment	None	5 minutes	Accounting Unit
2. Client presents duly filled-out Order of Payment	2.2 AOIV/ Cashier II verifies the completeness and accuracy of the information contained in the Order of Payment	None	3 minutes	Cash Unit (AOIV / Cashier II)
3. Client will give the necessary payment to AOIV/ Cashier II thru cash or check	3.1 AOIV/ Cashier II receives payment, manually encode in the Cash Book of Regular Accountable Officers (General Form No. 103)	None	5 minutes	Cash Unit (AOIV / Cashier II)

	and electronically encode the information of payment received in the database system (MRNCD/ CRR) for the issuance of Official Receipt.			
4. Receive Official Receipt and verify data indicated in the OR	4.1 Issue Official Receipt to the Payee	None	2 minutes	Cash Unit (AOIV / Cashier II)
TOTAL		None	15 minutes	



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B. LEGAL UNIT

1. Filing of Complaints

Complaints may be filed before the Legal unit for appropriate action or disciplinary action. This refers to the receipt of complaints both online or onsite against any DepEd personnel or schools to be filed before the appropriate disciplining authority or to be referred to the appropriate persons/schools.

Office or Division:	Legal Unit (SDO)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Any person complaining			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of formal complaint containing statement of facts, non-forum shopping, address, position, and documentary evidence or affidavits of witnesses.		Client		
2. Anonymous complaint via 8888, presidential complaint center, or any other mode		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Complaint	1.1 receive the documents 1.2 Log in logbook of documents 1.3 Evaluate, explain	None	25 minutes	Legal Staff Legal Officer

	procedure to client			
2. Receive copy of complaint filed	2.1 return Copy of client	None	5 minutes	Records Staff
TOTAL		None	30 minutes	
ONLINE SUBMISSION				
1. Send complaint via email/other government complaint centers	1.1 Send reply to notify receipt of email	None	5 mins	ICT
2. Receive response from the persons concerned/legal office	2.1 Send reply regarding the issue	None	3 days	Legal Officer
TOTAL		None	3 days 5 minutes	

2. Correction of Entries in the School Records

This process covers the rectification of names, birthdate, & birthplace, due to typographical errors by releasing a Resolution directed to the school head concerned to correct said errors.

Office or Division:	Legal Unit (SDO)
Classification:	Simple
Type of Transaction:	G2G – Government to government, G2C- Government to Citizen
Who may avail:	Any learner (present or previous), parents/guardian of learner
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

1. Application for correction of entry with data privacy form		Client		
2. Certificate of Live Birth (original)		PSA		
3. Form 137, diploma or FS 9, whichever is applicable (original)		Client		
4. Affidavit of 2 disinterested persons		Affiants		
5. Authorization letter or SPA if the applicant is not the parent/owner of the documents		Requesting Party		
6. Any other documents that may be required by the Attorney III		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements to the Legal Officer and fill out the application form and signed by applicant/representative	1.1 Check completeness of records 1.2 Review and check all documents, check PSA's authenticity 1.3 Fill out Order for SDS or ASDS Signature	None	1 hour	Legal Officer
2. Receive copy of order	2.1 Sign proof of service 2.2 receive copy of the order	None	5 minutes	Legal Officer
TOTAL		None	1 hour 5 minutes	



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C. PERSONNEL UNIT

1. Submission of Employment Application (Teaching and Non-Teaching)

It provides assistance to all applicants who wish to place their application for employment. This frontline service is open to all interested applicants following the Equal Employment Opportunity prescribed by the Civil Service Commission.

Office or Division:	Personnel Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All qualified Applicants (Teaching and Non-Teaching)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent CSC Form 212 Certificate of Eligibility/PRC License Transcript of Record Service Record Certificates of Seminar Attended and other Certificates of Recognition Performance Rating NBI Clearance		Applicants may secure a copy of requirements at the Personnel Office and/or for safety of our applicants and all our personnel, List of documentary requirements can be downloaded via online through Facebook Page of Personnel Unit SDO Biñan City Careers.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all documentary requirements for application. (Personal or via online or through any courier services)	Receive and check the completeness of requirements	None	5 minutes	Personnel Unit HRMO staff
	If all requirements are complete, applicants are			Personnel Unit

	advised to wait for the schedule online interview and paper evaluation in compliance with safety protocols recommended by the authority to avoid the spread of Covid19 virus.			Recruitment Team HRMPSB
TOTAL			5 minutes	



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D. PROPERTY AND SUPPLY UNIT

1. **Service Description: This service is the issuance and receiving of the textbooks and equipment that are needed for Elementary and Non-Autonomous Secondary Schools**

Office or Division:	Property and Supply Unit			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. 4 copies – Delivery Receipts 2. 4 copies – Inspection and Acceptance Report 3. 4 copies – RIS / ICS / PAR / PTR 		Supplier / Forwarder / Service Provider Property and Supply Unit Personnel Property and Supply Unit Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Acceptance of Textbooks, Supplies and Equipment				
1. Receives notification of the delivery schedule and arrival details from the service provider	Schedules the Supply personnel who will receive the delivery	None	15 minutes	Supply Officer or Supply Personnel

2. Delivery	Receives the delivery and notifies the inspectorate committee	None	4 hours	Supply Officer or Supply Personnel
3. Receives the CFA and IAR	Accepts the inspected deliveries and prepares CFA and IAR	None	1 day	Supply Officer or Supply Personnel and Inspectorate Committee
TOTAL		None	1 day 4 hrs 15 minutes	
B. Distribution of Textbooks, Supplies and Equipment				
1. Recipients receive a memo with an allocation list duly approved by the SDS	Prepares documents and signs DL / PAR or ICS or PTR	None	1 day	Supply Officer / Proponent / SDS / Recipients
2. Picks-up the item/s or materials and signs the Distribution List (DL) and PAR or ICS	Releases or Issues the item/s or materials with complete issuance documents	None	1 day	Supply Officer or Supply Personnel / Recipients
TOTAL		None	2 days	



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E. RECORDS UNIT

1. Issuance of Requested Documents (Non-CTC)

Issuance of Requested Documents is provided to teaching, non-teaching personnel and retirees who have misplaced or lost their documents. The non-CTC document copy is issued to authorized requesting person if document secured in the Records Section is not originated/created by the Agency. The said document can be issued if requested by the owner himself and or authorized person.

Office or Division:	Records Unit			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition Slip (1 Copy)		Records Unit		
2. Valid ID (Original ID and 1 Photocopy)		Requesting person and/or Authorized Person		
3. Authorization Letter (1 copy)		Requesting person		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the requisition slip form	1.1 Provide client the requisition slip form	None	5 minutes	Administrative Staff (Records)
2. Submit the accomplished requisition slip with valid ID or authorization letter of the requesting	2.1 Receive the form, forward to the records custodian. (Custodian search the requested documents)	None	5 minutes	Administrative Staff (Records)

party and the original ID of the authorized person				
3. Receive the requested document	3.1 Prepare, print and give the document to the client	None	30 minutes	Administrative Staff (Records)
TOTAL		None	40 minutes	

2. Issuance of Requested Documents (CTC and Photocopy of Documents)

CTC document copy is issued to authorized requesting person if document secured in the Records Section is originated/created by the Agency. The said document can be issued if requested by the owner himself and or authorized person. Issuance of Requested Documents is provided to teaching, non-teaching personnel and retirees whose documents were misplaced, lost, burned, eaten by termites or beyond recovery due to wear and tear to be used for appointment, promotion, resignation, retirements, salary upgrading, leave abroad, employment abroad, loan, transfer and for other legal purposes.

Office or Division:	Records Unit			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition Slip (1 Copy)		Records Unit		
2. Valid ID (Original ID and 1 Photocopy)		Requesting person and/or Authorized Person		
3. Authorization Letter (1 copy)		Requesting person		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the requisition slip form at the Records Unit	1.1 Provide client the requisition slip form	None	5 minutes	Administrative Staff (Records)
2. Submit the accomplished requisition	2.1 Receive the form, forward to the records	None	5 minutes	Administrative Staff (Records)

slip with valid ID or authorization letter of the requesting party and the original ID of the authorized person	custodian. (Custodian search the requested documents)			
	2.2 Prepare, print or photocopy the requested documents	None	30 minutes	Administrative Staff (Records)
	2.3 Once the document is obtained, Records will review and verify the document and certify true copy	None	15 minutes	Records Officer and/or Admin Officer
3. Receive the requested document	3.1 Release the document to the client	None	10 minutes	Administrative Staff (Records)
TOTAL		None	1 hour, 5 minutes	

3. Certification, Authentication, Verification (CAV)

Official and formal processes and acts of checking, reviewing, and certifying to the genuineness and veracity of available academic school records of a learner duly performed by the DepEd and the DFA pursuant to existing arrangements by the said Departments; and shall be issued to the applicant only for the following applicable purposes required by the DFA: (a) Employment abroad; (b) Seaman's Book/ Seafarer's Registration Certificate; (c) Migration abroad; (d) Student visa; € Tourist visa; (f) Fiancé visa; (g) Descendant's visa; (h) Reimbursement of education allowance/ tuition feed of children of Overseas Filipino Workers (OFW); (i) Such other purposes as maybe required inwriting by the DFA.

Office or Division:	Records Unit
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Graduates/learners from defunct private schools and ALS/ PEPT passers in the Division Level
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 (1 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 2 photocopies) 5. List of graduates certified correct by authorized official (1 original and 2 photocopies) 6. Latest passport size ID pictures (2 copies) 7. Valid ID 8. Authorization Letter (If the requesting party is not the record owner) (1 original copy) 9. Valid Special Power of Attorney (SPA) for the authorized representative (1 original copy) <p>Additional Requirement for Undergraduates:</p> <ol style="list-style-type: none"> 10. Student Permanent Record (Form 137) (1 original and 2 photocopies certified by the School Head/Records Custodian/Registrar) 11. Transmittal (1 original and 2 photocopies certified by the School Head) <p>Additional Requirements for Graduates from Private Schools:</p> <ol style="list-style-type: none"> 12. Special Order (1 original and 2 photocopies certified by the School Head) 	<p>School Attended</p> <p>School Attended</p> <p>School Attended</p> <p>Client</p> <p>School attended</p> <p>Client Requesting Person and/or Authorized Person</p> <p>Requesting person</p> <p>School Attended</p> <p>School Attended</p> <p>School Attended</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 photocopy) 2. Request Form for ALS and PEPT Result rating CAV Form 	<p>School Attended (for CAV form 6) Division Office (for CAV form 14)</p> <p>School Attended/BEA</p>

<p>10 (1 original and 2 photocopies)</p> <p>3. Indorsement from School Division- CAV Form 13 (1 original and 2 photocopies)</p> <p>4. Diploma (1 original and 2 certified true copies certified by the School Head)</p> <p>5. ALS Accreditation and Equivalency Test Result (for ALS) (1 original and 2 certified true copies)</p> <p>6. PEPT Test Result rating (1 original and 2 certified</p> <p>7. PSA Birth Certificate Copy (1 original and 2 photocopies)</p> <p>8. Latest Passport size ID picture (2 copies)</p> <p>9. Documentary stamp 2pcs</p>		Division Office	School Attended	Division Office
		Division Office/BEA	Client	Client
		BIR		
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 Records	1.1 Receive and check the completely filled out CAV Application form and all supporting documents of the client. Verify if authenticated by school principal	None	10 minutes	Administrative Staff (Records)
	1.2 Assign specific CSV number and print 2 copies of CAV certificates; 1 original to be send off to the applicant and one for filing	None	10 minutes	Administrative Staff (Records)
2. Verify the accuracy of the data encoded to the CAV certificate then return to the processor	2.1 Attach picture, documentary stamp and dry seal then present it to the client for final verification	None (Documentary stamp is available at BIR offices)	10 minutes	Administrative Staff (Records)

	2.2 Forward printed CAV to Records Officer for initial then to the Chief Admin Officer of the Admin for signature	None	15 minutes	Administrative Staff (Records)
	2.3 Scan and send the CAV certificate and the attached Academic School Records to the DFA official email address. While sending, seal the CAV certificate in a brown envelope and paste the DFA Authentication section addresses at the back	None	15 minutes	Administrative Staff (Records)
3. Receive the completed CAV documents	3.1 Inform client of step 5 to avoid tampering or forging any of the documents subject of the CAV and that the DFA shall honor documents hand carried by the applicant only when the scanned copy of the same have been properly received in advance by the DFA then release it to the client	None	10 minutes	Administrative Staff (Records)
Total		None	1 hour, 5 minutes	

4. Receiving and Releasing of Incoming and Outgoing Communication

The procedure for proper receiving and releasing of communications

Office or Division:	Records Unit			
Classification:	Simple			
Type of Transaction:	G2C- Government to Public G2B- Government to Private G2G- Government to Government			
Who may avail:	DepEd Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official communication		Records Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit official communication/s to the Records Receiving Area (Walk in)	1.1 Receives, reads, sorts, stamps RECEIVED with date, time, initial and ctrl no., logs and routes communications to the Head of Office for notation (Incoming hard and electronic copy)	None	5 minutes	Receiving personnel
1.1 Send official communication/s to the Records Unit thru Online Receiving			3 minutes	Records Officer IV
	1.2 Notes on the communication and routes communication to the Action Unit/individual for action	None	5 minutes	SDS
	1.3 Acts on the communication and forwards to SDS for approval	None	5 minutes	Action Individual

	1.4 Approves communication and forwards approved communication to the Records Section for release	None	5 minutes	SDS
	1.5 Receives, reads, stamps released with date time, initial and ctrl no., logs, scans, renames, saves and emails to all recipients (outgoing)	None	5 minutes	Releasing personnel Records Officer IV
TOTAL			25 minutes walk in 23 minutes online receiving	



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F. CURRICULUM IMPLEMENTATION DIVISION

1. Access to LRMS Portal

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 hardcopy,
- standards, specifications and guidelines for assessing & evaluating, acquiring & harvesting, modification, development and production of resources

Office or Division:	City Schools Division of Mati City			
	Curriculum Implementation Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Computer./Laptop and Internet Connection		Client		
2. Registered LR account a. DepEd Email for DepEd Employees b. Any active Email Address for Learners, Parents and Stake Holders		LR Portal (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 EPS-LRMS PDO-LRMS Librarian LR Staff
2. Click the Begin Quick Tour for new users(optional)	2.1 Assist Client (if necessary)	None	1 minute	Client

3. Log-in to the LR portal	3.1 Assist Client (if necessary)	None	1 minute	EPS-LRMS PDO-LRMS Librarian LR Staff
4. On the upper left side menu bar, click the Resources Tab and select either K-12 Resources, Alternative Learning System or Professional Development	4.1 Assist Client (if necessary)	None	10 minutes	Client EPS-LRMS PDO-LRMS Librarian LR Staff
5. Select Grade Level	5.1 Assist Client (if necessary)	None		
6. Select your desired learning area	6.1 Assist Client (if necessary)	None		
7. Select the content from the given list	7.1 Assist Client (if necessary)	None		
8. a. Select a title from the list (The list could still be refined based on DepEd Special Programs such as IPEd, ALS, etc) b. Use the search button to look for the desired Learning Resource	8.1 Assist Client (if necessary)	None		
9. Click view or download (Guest can only browse and search for LRs in the Portal. Only registered users are given downloading privileges)			5 minutes	Client EPS-LRMS PDO-LRMS Librarian LR Staff
10. Copy or print the downloadable Learning Resource	10.1 Assist Client (if necessary)	None	5 minutes	Client EPS-LRMS PDO-LRMS Librarian LR Staff
11. Open feedback mechanics tab and accomplished Online Feedback from in the Contact Us Tab	11.1 Assist Client (if necessary)	None	3 minutes	Client EPS-LRMS PDO-LRMS Librarian LR Staff
12. Log-out the LR Portal	12.1 Assist Client (if necessary)	None	1 minute	Client EPS-LRMS PDO-LRMS Librarian LR Staff
TOTAL		None	27 minutes	

2. Borrowing Procedures for Books and Other Materials Over Night

DepEd recognizes the rights of every teacher and learner to access available learning resources, thus the Library Circulation Services. All schools/districts/SDOs with established libraries offer the library services.

Office or Division:	City Schools Division of Mati City Curriculum Implementation Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students and Teaching Related Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter (1) Original copy, 1 Photocopy) – for Private school students or clients			Client	
2. Valid Identification card (1 original, 1 Photocopy)			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter/valid ID to Record Section – for Private school students or clients	1.1 Receive the request Letter/valid ID	None	5 minutes	Record's Personnel
	1.2 Forward the request letter to library hub	None	5 minutes	Record's Personnel
	1.3 Receive the request letter	None	1 minute	Librarian/ Library Staff
2. a. Present the receiving copy of the request letter/valid ID and sign the visitor's logbook (for Private school students or clients) b. For Public school students, teaching and non-teaching personnel, present the ID and sign the visitor's logbook	2.1. a. Validate the received request letter and valid ID b. validate the information	None	5 minutes	Librarian/ Library Staff Client

3. Check and browse available reading materials in the display shelves	3.1 Assist Client	None	3 minutes	Client and Librarian/ Library Staff
4. Select titles of reading materials to borrow	4.1 Assist the client if necessary	None	20 minutes (depending on the number of books to borrow)	Client and Librarian/ Library Staff
5. Accomplish two (2) copies of Borrowing and Returning Transaction Form	5.1 Prepare and record reading materials for lending	None	2 minutes	Librarian/ Library Staff
6. Receive reading materials	6.1 Return ID presented and Release the reading materials to borrow	None	2 minutes	Client/ Librarian/ Library Staff
TOTAL		None	43 minutes	

3. Alternative Learning System (ALS) Enrolment

It provides 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.

ALS enrolment process in Basic Literacy Program (BLP), A&E Elementary and A&E Junior High School Level.

Office or Division:	Curriculum Implementation Division - Alternative Learning System (ALS)	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may avail:	Out-of-school children (OSC), out-of-school youth (OSY) and adults who are not yet finish their basic education.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Photocopy of PSA or Baptismal Certificate	Client/ALS Teachers
	2. Valid ID (Driver's License, Postal ID, Voters ID)	Client/ALS Teachers
	3. Photocopy of Form 137 for 18 yrs old and below and those who came from private schools	Client/ALS Teachers EPSA/ALS Teachers
	4. Functional Literacy Test (FLT)	EPSA/ALS Teachers
	5. Assessment for Basic Literacy (ABL)	EPSA/ALS Teachers

6. Modified ALS Enrolment Form (MAF2)		ALS Teachers/EPSA/drop box /online		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Acceptance of Textbooks, Supplies and Equipment				
1. a) Submit duly accomplished Modified ALS Enrolment Form (MAF2)with required documents either online or onsite	1.1 receive enrolment form and documents and record the name of potential learner and forward to ALS teachers	None	5minutes	ALS Teacher/EPSA
	1.2 Conduct assessment/scre ening in basic literacy (ABL) and functional literacy test (FLT) And identify the entry level attained and group clientele/learners according to literacy level	None	1 hour & 30 minutes	ALS Teacher/EPSA
2. Receive details and information regarding learning session	2.1 Inform schedule of learning session	None	10 minutes	ALS Teacher/EPSA
	Enroll the learner in the Learner Information System (LIS)	None	10 minutes	ALS Teacher/EPSA
TOTAL		None	1 hour & 55 minutes	

End of Transaction

Note: Please observe the following health and safety protocols:

- 1. No wearing of facemask no entry, no transactions.***
 - 2. As much as possible clients are required to use his/her own ballpen.***
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G. SGOD – Planning and Research Section

1. **Service Description: Request for Basic Education Data (Stakeholder)**
 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.

Office or Division:	Planning & Research Unit			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Stakeholder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request (original)		Station assignment (to be secured by the concerned employee)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the necessary document	1.1 Receive letter request & to be forwarded to the SDS for referral of proper service provider	None	5 minutes	Planning Officer
	1.2 Approval of letter request & referred to the Planning Unit	None	15 minutes	Planning Officer
	1.3 For action & provide Data	None	30 minutes	Planning Officer

	Information needed by Clients			
TOTAL		None	1 hour	
