



**DEPARTMENT OF EDUCATION**  
*Schools Division of Negros Oriental*  
Kagawasan, Ave., Daro, Dumaguete City

# **CITIZEN'S CHARTER 2022**



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# Foreword

The Continuous Improvement (CI) Project of the Schools Division of Negros Oriental, the BLOOMS-P (Building and Leveraging Organizational Outcomes through Managing Sustainable Processes) is an endeavor that is committed to address issues on vital transactions between and among personnel by determining the bottlenecks of the office processes to provide fast action services to the employees especially to the teachers from the far-flung districts. This is an initial step towards improving other services that will eventually develop a system geared towards institutionalizing a culture of “Customer-Delight”. I would like to personally encourage the prime movers of this project to continue to work for the mobilization of this endeavor to provide fast acting solutions and easy access services to all personnel and clientele of the division to afford a high-end quality of services for every personnel in the division. This project is a viable proof that our DepEd personnel is at the forefront of all our endeavors. We believe that there is no other way to better our services other than starting it with our own human resources.

Through this, we can streamline the current systems and procedures of the office and expedite processes pertinent to the transactions within the division, thus, guaranteeing a conducive working environment to one and all. In addition, we are also putting an upfront coping mechanism to mobilize the delivery of services as required based on our Citizens Charter in compliance to RA 11032 or the Ease of Doing Business and Efficient Delivery Act of 2018. All the updated services in our charter will be delivered speedily to every clientele to avoid delays and backlogs, thereby emphasizing the importance of effective and efficient quality of service for the benefit of the employees and all others availing our services.

As early as now, I am congratulating all the propellers of this project for I am sure that this will improve our quality of providing services to our dearest teaching and non-teaching staff in the division. This is the start of a brand-new culture of customer delight and will transform the Division of Negros Oriental at large into a better and more efficient workplace for all of us! After all, the Department of Education continuously improves itself to better serve its stakeholders. Thank you.



**SENEN PRISCILLO P. PAULIN, CESO V**

Schools Division Superintendent  
Schools Division of Negros Oriental



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## 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 building the nation.

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

## Mission

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

**Students** learn in a child-friendly, gender-sensitive, safe, and motivating environment.

**Teachers** facilitate learning and constantly nurture every learner.

**Administrators and staff**, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen.

**Family, community**, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

## Core Values

Maka-Diyos  
Maka-tao  
Makakalikasan  
Makabansa

## 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 was eventually mandated through Republic Act 9155, otherwise known as the Governance of Basic Education act of 2001 which establishes the mandate of this agency.

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.



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## Service Pledge

(Adopted from the Performance Pledge provided in CSC Citizen's Charter)

We, the officials and employees of the Department of Education, commit to a **R**esponsive, **A**ccessible, **C**ourteous, and **E**ffective public service by:

**S**erving you promptly, efficiently, and with utmost courtesy by authorized personnel with proper identification from Mondays to Fridays, without noon break, subject to health and security measures, in compliance with minimum health standards and prevailing government health and safety protocols;

**E**nsuring strict compliance with service standards, with written explanation for any delay in frontline services;

**R**esponding to your complaint about our services the soonest or within the day through our Public Assistance and Complaints Desk and taking corrective measures;

**V**aluing every citizen's comments, suggestions, and needs, including those with special needs such as the differently-abled, pregnant women, and senior citizens; and

**E**mpowering the public through 24/7 access to information on our policies, programs, activities, and services.

All these we pledge, because **YOU** deserve no less.



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## **FEEDBACK AND REDRESS MECHANISMS**

Please let us know how we have served you by doing any of the following:

- Accomplish our Feedback Form available at our office and drop it in the designated box at the Public Assistance and Complaints Desk (PACD).

Send your feedback to our email address at [negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph) or call us at (035) 225- 6180.

- Talk to our OFFICER OF THE DAY

- If you are not satisfied with our service, the Officer of the Day at the Public Assistance and Complaints Desk shall immediately attend to your complaints. We shall also send our response to your complaints promptly through the contact number you shall provide us in the Feedback Form.

THANK YOU very much for helping us to continuously improve our services.



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# Finance Section



## A. ACCOUNTING SECTION

### 1. Certification as to Availability of Funds (CAF)

Certificate as to Availability of Funds (CAF) refers to the certification made by the proper accounting official of the agency concerned that funds have been duly appropriated/allotted for the purpose of entering into a contract involving expenditure of public funds and that the amount necessary to cover the proposed contract for the current fiscal year is available for expenditure on account thereof, as verified by the Auditor concerned, pursuant to Section 86 of PD 1445.

<b>Office or Division:</b>	Finance Division – Accounting Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government and G2B – Government to Business			
<b>Who may avail:</b>	Internal and External Client			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<b>1. Purchase Order (PO)</b>  A. Accomplished Purchase Order B. Approved WFP C. Approved PR D. Approved Supplemental PPMP/PPMP E. Other supporting documents validated by the accounting section F. AR/ATC or AC G. Approved Memo			Requesting Office/Unit and External Client	
<b>2. Notice of Award/Contracts (Bidding)</b>  A. Signed Contract B. ORS C. Approved WFP D. AR/ATC or AC			BAC Secretariat, Requesting Office/Unit and External Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents	1.1 Receive the submitted documents	NONE	5 minutes	Receiving Clerk/ADAS
	1.2 Review and evaluate of documentation on requirements	NONE	3 hours	Accounting Officer-in-charge



	1.3 Forward to Budget Section for the preparation of Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS)	NONE	30 minutes	Budget Officer-in-charge
	1.4 Receive submitted request with certified ORS/BURS	NONE	10 minutes	Accounting Officer-in-charge
	1.5 Certify request as to availability of funds	NONE	10 minutes	Accounting Officer-in-charge
	1.6 Forward processed request, ORS/BURS and supporting documents to BAC	NONE	10 minutes	Receiving Clerk/ ADAS
<b>TOTAL:</b>		<b>NONE</b>	<b>4 hours and 5 minutes</b>	



## 2. Endorsing Request for Cash Allocation from SDOs

Notice of Cash Allocation (NCA) is a cash authority issued by the DBM to central, regional, and other offices, and operating units through the authorized government servicing banks of the MDS, to cover the cash requirements of the SDO.

<b>Office or Division:</b>	Finance Division – Accounting Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Schools Division Offices and Implementing Secondary			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.	Endorsement Letter from the Division Office – for Implementing Secondary Schools		SDO (Schools direct to DBM)	
2.	Letter Request for Cash Allocation		Budget Section	
3.	Monthly Disbursement Program (BED no.3)		Budget Section	
4.	Sub-ARO for current year accounts payable (Certified True Copy)		Budget Section	
5.	Financial Accountability Report No.3 for Prior Years Accounts Payable		Accounting to Budget Section	
6.	Financial Accountability Report No.1 for Continuing Appropriations – Unobligated		Budget Section	
7.	Journal Entry Voucher for Stale Checks		Accounting Section	
8.	Schedule of TRA Issued for difference between issued TRA and taxes withheld by DBM		Budget Section (BED 3)	
9.	Computation for Cash Deficiency		Budget Section	
10.	Bank Certification for lapsed NCA		Servicing Bank	
11.	Other requirements as determined by the DBM		Budget Section (Funding request)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents	1.1 Receive the review and completeness of submitted documents for endorsement	NONE	35 minutes	Receiving Clerk/ADAS



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Prepare endorsement letter	NONE	30 minutes	Budget Officer-in-charge
	1.3 Review the endorsement letter request and supporting documents	NONE	10 minutes	AO V/SAO
	1.4 Forward endorsement letter, letter request and SDs to Office of the Chief of Finance Division for initial on the endorsement letter	NONE	10 minutes	ADAS CAO
	1.5 Forward endorsement letter, letter request and SDs to the Office of ARD for initial	NONE	10 minutes	ADAS ARD
	1.6 Forwards endorsement letter, letter request and SDs to the Office of RD for approval and signature	NONE	10 minutes	ADAS RD
	1.7 Release the endorsement letter through the Records Section	NONE	5 minutes	ADAS/Records Section Staff
<b>TOTAL:</b>		<b>NONE</b>	<b>4 hours and 55 minutes</b>	



### 3. School MOOE

<b>Office or Division:</b>	Finance Division – Accounting Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Schools Division Offices and Implementing Secondary			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement Letter from the Division Office – for Implementing Secondary Schools			SDO (Schools direct to DBM)	
2. Letter Request for Cash Allocation			Budget Section	
3. Monthly Disbursement Program (BED no.3)			Budget Section	
4. Sub-ARO for current year accounts payable (Certified True Copy)			Budget Section	
5. Financial Accountability Report No.3 for Prior Years Accounts Payable			Accounting to Budget Section	
6. Financial Accountability Report No.1 for Continuing Appropriations – Unobligated			Budget Section	
7. Journal Entry Voucher for Stale Checks			Accounting Section	
8. Schedule of TRA Issued for difference between issued TRA and taxes withheld by DBM			Budget Section (BED 3)	
9. Computation for Cash Deficiency			Budget Section	
10. Bank Certification for lapsed NCA			Servicing Bank	
11. Other requirements as determined by the DBM			Budget Section (Funding request)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents	1.1 Receive liquidations and request on or before the 15 <sup>th</sup> day of the month	NONE	Within 1 day	Record Section
	1.2 Forward documents to Accounting Section for tracking of documents	NONE		Accounting Section
	1.3 Forward liquidations and request to assigned personnel for Congressional district	NONE		Accounting Section



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	1.4 After receiving the documents, it is process on time. - Process request based on time track Record school liquidations	NONE	Within 1 day	Accounting Section
	1.5 Requests are forwarded to Budget Section for Obligation on the same day	NONE		Budget Section
	1.6 Identify fund source and allotment availability of PPA and Object of Expenditure and sign the obligation	NONE		Budget Officer In-Charge
	1.7 Assign Obligation Request and Status with Serial Number	NONE		Budget Officer In-Charge
	1.8 Encode the Obligation Request in the Registry of Allotment (RAO) thru Budget Monitoring System	NONE		Budget Officer In-Charge
	1.9 Budget Section will forward to Ma'am Lizbeth Valencia for recording of request and forwarded the documents to Ma'am Jennifer Piodos for signature	NONE		Accounting Officer-in-charge
14   Page	1.10 Documents signed are forwarded back to Sir Paul Partosa for tracking out the documents to the office of ASDS In-charge	NONE	Within 1 day	Accounting Section
<b>TOTAL:</b>		<b>NONE</b>	<b>1 day</b>	



## B. BUDGET SECTION

### 1. Obligation of Expenditure (Incurrence of Obligation Charged to Approved Budget Allocation per GAARD and Other Budget Laws/Authority)

It is the fundamental law of budgeting and accounting that no disbursement shall be made without proper authorization. All claims chargeable against government funds need to be obligated first before payment and/or Purchase Order/ Contract can be done or entered into. This is to make sure that an amount is allotted for the payment of such expense and/or contract.

<b>Office or Division:</b>	Finance Division – Budget Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G - Government to Government and G2B – Government to Business	
<b>Who may avail:</b>	Internal and External Client	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>1. Purchase Order (PO)</b>  A. Accomplished Purchase Order B. Approved PR C. Approved Supplemental PPMP/PPMP D. Other supporting documents validated by the accounting section E. AR/ATC or AC F. Approved Memo		DepEd Asset Management Section, Requesting Office/Unit and External Client
<b>2. Notice of Award (Bidding)</b> A. Signed Contract		BAC Secretariat
<b>3. Various Claims (TEV, Supplies, Trainings with ORS and DV)</b>  A. ORS and Accomplished DV/Payroll B. Supporting documents such as: Billing, Statement of Account, etc. C. AR/ATC or AC D. Approved Memo E. Other supporting documents validated by the accounting section		DepEd Asset Management Section, Requesting Office/Unit, End User or External Client



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requesting unit will submit the Obligation Request Status (ORS) with the complete attachments to Finance Division	1.1 Receive and record the documents	NONE	5 minutes per ORS	Receiving Clerk/ADAS
	1.2 Review and verify documents and identify fund source and allotment availability of PPA	NONE	30 minutes per ORS	Budget Officer
	1.3 Assign ORS number, indicate fund source, and Object of Expense Code	NONE	30 minutes per ORS	Budget Support Staff
	1.4 Encode in the Registry of Allotment (RAO) thru BMS	NONE	20 minutes per ORS	Budget Support Staff
	1.5 Initial on the processed ORS box B	NONE	1 minute per ORS	Budget Officer
	1.6 Review and sign box B of ORS	NONE	10 minutes per ORS	AO V – Head of Budget Unit
	1.7 Forward to Accounting Section	NONE	2 minutes	Budget Support Staff
<b>TOTAL:</b>		<b>NONE</b>	<b>1 hour and 38 minutes</b>	



## 2. Disbursement Updating

Process of Updating the Status of Disbursement

<b>Office or Division:</b>		Finance Division – Budget Section		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G - Government to Government and G2B – Government to Business		
<b>Who may avail:</b>		Internal and External Client		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Report of Checks Issued (RCI)			DepEd Cashiers Section	
2. Report of Advice to Debit Account Issued (RADAI)			DepEd Cashiers Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare and submit RCI and RADAI to Finance Division	1.1 Receive RCI and RADAI from Cashier Section	NONE	3 minutes	Budget Support Staff
	1.2 Post/Update payment on the disbursement details in the BMS	NONE	5 minutes	Budget Support Staff
<b>TOTAL:</b>		<b>NONE</b>	<b>8 minutes</b>	



### 3. Letter of Acceptance for Downloaded Funds

Letter of Acceptance is issued as a proof that the concerned office is willing to accept sub-allotment release order from Central/Region/Schools Division Offices.

<b>Office or Division:</b>	Finance Division – Budget Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DepED Schools Division Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Memorandum			Requesting Office/Unit	
2. Letter of Request of Acceptance of the Functional Divisions			Requesting Office/Unit	
3. List of Participants			Requesting Office/Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter Request of Acceptance with the Memorandum and list of participants	1.1 Receive and review the request and its supporting documents	NONE	10 minutes	Receiving Clerk/ADAS
	1.2 Prepare Letter of Acceptance	NONE	30 minutes	Budget Officer-in-Charge/Program Owner
	1.3 Forward to SDS for initial and signature	NONE	10 minutes	Program Owner
	1.4 Return to the requesting office	NONE	5 minutes	Receiving Clerk/ADAS
<b>TOTAL:</b>		<b>NONE</b>	<b>55 minutes</b>	



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#### 4. Processing of Budget Utilization Request and Status (BURS)/ORS

The incurrence of budget utilization shall be made through the issuance of Budget Utilization Request and Status (BURS). The BURS shall be prepared by the Requesting/Originating Office supported by valid claim documents like DV, payroll, purchase/job order, itinerary of travel, etc.

Office or Division:	Finance Division – Budget Section	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government and G2B – Government to Business	
Who may avail:	Internal and External Client	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Purchase Order (PO)  A. BURS B. Accomplished Purchase Order C. Approved WFP D. Approved PR E. Approved Supplemental PPMP/PPMP F. Other supporting documents validated by the accounting section G. AR/ATC or AC H. Approved Memo		Requesting Office/Unit and External Client
2. Notice of Award (Bidding)  A. Signed Contract B. ORS C. Approved WFP D. AR/ATC or AC		BAC Secretariat, Requesting Office/Unit and External Client
3. Various Claims (TEV, Supplies, Trainings with ORS and DV)  A. BURS and Accomplished DV/Payroll B. Approved WFP C. Supporting documents such as: Billing, Statement of Account, etc. D. AR/ATC or AC E. Approved Memo F. Other supporting documents validated by the accounting section		Requesting Office/Unit and External Client



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Disbursement Vouchers with complete supporting documents	1.1 Receive and pre-audited documents from the Accounting Section	NONE	5 minutes per ORS	Receiving Clerk/ADAS
	1.2 Check as to availability of the budget	NONE	10 minutes per ORS	Budget Officer
	1.3 Prepare Budget Utilization Requests and Status (BURS)/ORS	NONE	10 minutes per ORS	End User
	1.4 Record and assign serial number to ORS	NONE	10 minutes per ORS	Budget Support Staff
	1.5 Forward to the CAO and certify charges to appropriation/ allotment are necessary/ lawful under his direct supervision and supporting documents valid, proper and legal.	NONE	5 minutes per ORS	Budget Officer



	1.6 Receives BURS from CAO and certifies as to allotment available and obligate for the purpose/ adjustment necessary as indicated	NONE	5 minutes per ORS	Budget Officer
	1.7 Retains Original copies of ORS for recording to RBUD	NONE	10 minutes per ORS	Budget Support Staff
	1.8 Encode signed ORS	NONE	10 minutes per ORS	Budget Support Staff
	1.9 Forward to Accounting Section	NONE	5 minutes	Budget Support Staff
<b>TOTAL:</b>		<b>NONE</b>	<b>1 hour and 5 minutes</b>	





# **Administrative Section**

## ADMINISTRATIVE SECTION

### 1. Provident Loan Application

<b>Office or Division:</b>	Administrative Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	DepEd SDO Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Accomplished Provident Loan Form (2 original copies)			Administrative Office	
2. Letter of Intent (2 original copies)			Requesting Party	
3. Latest Payslip Borrower and Co-maker (2 copies each)			Requesting Party	
4. Employee DepEd ID			Requesting Party	
5. Other supporting documents			Requesting Party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Accomplished provident loan form together with all the requirements to Admin Office	1.1 Receive and validate the submitted Provident application	NONE	5 minutes	Administrative Section
	1.2 Route Provident Application to Legal Office and Personnel Office for signature	NONE	15 minutes	Attorney
	1.3 Forward to Admin Office for recommending approval		5 minutes	Administrative Officer V





	1.4 Forward to SDS for approval	NONE	30 minutes	SDS Office
	1.5 Forward to Accounting Office for Voucher	NONE	(Releasing of provident loan check are subject to the availability of provident fund) 15 minutes	Accounting Section/ Accountant
	1.6 Forward to CID for signature		30 minutes	CID Office
	1.7 Forward to Cashier Section for Check Issuance		1 hour	Cashier
	1.8 Forward to SDS for check signature		30 minutes	SDS Office
	1.9 Released Provident Loan and check the concerned applicant		30 minutes	Cashier
<b>TOTAL:</b>		<b>NONE</b>	<b>3 hours</b>	





# Personnel Section

## PERSONNEL SECTION/HUMAN RESOURCE MANAGEMENT UNIT

### 1. Processing of Appointment (Original, Reemployment, Reappointment, Reclassification, Promotion and Transfer)

This service involves the preparation of appointment papers of newly-hired, promoted, reemployed, reappointed, promoted or transferred employee.

Office or Division:					Human Resource Management Unit	
Classification:					Simple	
Type of Transaction:					G2G – Government to Government	
Who may avail:					DepEd SDO Employees	
CHECKLIST OF REQUIREMENTS						
NATURE OF APPOINTMENT					DOCUMENTS REQUIRED	WHERE TO SECURE
ORIGINAL & REEMPLOYMENT	REAPPOINTMENT	RECLASSIFICATION	PROMOTION	TRANSFER		
✓	✓ <i>from provisional to permanent status</i>		✓	✓	1. Acknowledgement of published items - 1 copy	HRMU
✓	✓	✓	✓	✓	2. Appointments Processing Checklist - 1 original	HRMU
✓					3. Assignment Advice - 1 original/photocopy	ADMINISTRATIVE UNIT
		✓			4. Reclassification Advice	ADMINISTRATIVE UNIT
			✓		5. Promotional Advice	ADMINISTRATIVE UNIT
				✓	6. Transfer Advice	ADMINISTRATIVE UNIT



✓	✓	✓	✓	✓	7. CS Form No. 33-A (Revised 2018) Appointment Form - 5 original	HRMU
✓	✓	✓	✓	✓	8. CSC Form 212 (Revised 2017) Personal Data Sheet - 2 original	Appointee
✓ 5 copies	✓ 3 copies	✓ 3 copies	✓ 3 copies	✓ 5 copies	9. CS Form No. 4 (Revised 2018) Certificate of Assumption to duty	HRMU
✓ 5 copies	✓ 3 copies	✓ 3 copies	✓ 3 copies	✓ 5 copies	10. CS Form No. 32 (Revised 2018) Oath of Office	HRMU
✓	✓	✓	✓	✓	11. CSC Form No. 1 (Revised version No. 1 s. 2017) Position Description Form - 2 original	HRMU
✓ except for Provisional status	✓ except for Reappointment as Provisional	✓	✓	✓	12. Authenticated Professional Regulation Commission (PRC) License/CSC Eligibility - 1 original and 1 photocopy	PRC or CSC
✓ except for Provisional status	✓ except for Reappointment as Provisional	✓	✓	✓	13. Authenticated copy of PRC Report of Rating - 1 original and 1 photocopy	PRC
✓ Tests Results Nos. 1-5		✓ Tests Results Nos. 1-3	✓ Tests Results Nos. 1-3	✓ Tests Results Nos. 1-5	14. CS Form No. 211 Medical Certificate – 1 original *Attach 1.Blood Test 2.Urinalysis 3.Chest X-Ray 4.Drug Test 5.Neuro-Psychiatric Examination Results	HRMU  *Tests - Accredited Health Care Facility
✓	✓ if with further studies		✓	✓	15. Official Transcript of Records - 1 copy	School
✓		✓	✓	✓	16. Marriage Certificate – for married women only - 1 copy	PSA



✓			✓	✓	17. PSA Birth Certificate - 1 copy	PSA
✓					18. Valid NBI Clearance - 1 copy	NBI
✓		✓	✓	✓	19. Tax Identification Number (TIN) - 1 copy	BIR
✓	✓				20. National Training Certificates II and Trainer's Methodology Certificate duly certified by TESDA (for Senior HS TVL Track) – 1 original	TESDA
		✓	✓	✓	21. Updated Service Record - 1 copy	School/District
		✓	✓	✓	22. Latest Approved Appointment - 1 copy	Appointee
			✓		23. Latest Performance Rating - 1 photocopy	Appointee
		✓			24. NOSCA - 2 photocopies	HRMU

CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit pertinent papers for issuance of Appointment	1. Receives and check the completeness of the documents	None	5 minutes	HRMU Staff
	2. Prepare Appointment (CS Form No. 33-A) and print Publication and Acknowledgement of published items	None	10 minutes	HRMU Staff
	3. Forward to authorized signatories to sign on the certifications at the back of the Appointment	None	20 minutes	HRMU Staff





	4. Forward to the Schools Division Superintendent - Appointing Officer Authority	None	10 minutes	HRMU Staff
	5. Furnish newly-hired appointees with a copy of his/her appointment approved by the SDS and orient them on the requirements for Salary Claim and Payroll Inclusion	None	10 minutes	HRMU Staff
	6. Prepare Appointments Processing Checklist, Appointment Transmittal and Action Form for submission to the Civil Service Commission	None	10 minutes	HRMU Staff/Admin Staff
	<b>Total</b>		<b>1 hour and 5 minutes</b>	



## 2. Application for Equivalent Record Form (ERF) – from application to DBM implementation processing

Equivalent Record Form is a document indicating educational preparation, training, teaching experience and extra curricular activities for professional growth undertaken by teacher. It is one of the ways for upgrading of positions of teachers and for head teachers when there is no available position due to retirement or natural vacancy.

This service is to validate the classification level of teachers covered by the Teacher's Pay Preparation Schedule (TPPS). The Human Resource Unit will assess and validate the documents submitted to be endorsed to the Regional Office for approval. The processing of Erf is classified as highly technical since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.

<b>Office or Division:</b>					Human Resource Management Unit	
<b>Classification:</b>					Highly Technical	
<b>Type of Transaction:</b>					G2G – Government to Government	
<b>Who may avail:</b>					DepEd Teaching Employees	
<b>CHECKLIST OF REQUIREMENTS</b>						
POSITIONS					DOCUMENTS REQUIRED	WHERE TO SECURE
TEACHER II	TEACHER III	MASTER TEACHERS	HEAD TEACHERS	PRINCIPAL		
✓	✓	✓	✓	✓	Endorsement from the PSDS	School/Office of requestor
✓	✓	✓	✓	✓	Duly accomplished ERF – 5 copies	HRMU
✓	✓				At least 1 year or more teaching experience with CAR or MA graduates or; Bachelor's degree and 20 years in service or Bachelor's degree and 18 MA units and 6 years in service Bachelor's degree and 15 MA units and 8 years in service	Applicant



	✓				At least 3 years or more teaching experience with CAR/MA graduate or 20 years teaching experience with 20 or more MA units	Applicant
		✓			Must be at least CAR or Master's degree	Applicant
		✓			Position Description Form 1-3 copies	HRMU
✓	✓	✓ CAR or MA/Doctoral degree	✓ CAR or MA/Doctoral degree	✓ MA Degree and Doctoral Units	Original copy of Certification from School Registrar for MA Units or C.A.R.	Applicant
		✓			College TOR (Bachelor's degree)	Applicant
✓	✓	✓	✓	✓	TOR with Certification, Authentication and Verification (CAV) from CHED – original copy	Applicant
✓	✓	✓	✓	✓	Updated Service Record – 3 original copies	School/District
✓	✓	✓	✓	✓	Performance Rating for the last 3 School Years (certified photocopy signed by the Administrative Officer, District Supervisor and School Head) – 3 copies	Applicant
✓	✓	✓	✓	✓	Duly accomplished CS Form 212 (Personal Data Sheet) – 3 original copies	Applicant
✓	✓	✓	✓	✓	Sworn Statement that all documents submitted are true and correct with documentary stamp (original copy)	HRMU
✓	✓	✓	✓	✓	Latest approved appointment – 3 certified true copies	Applicant
✓	✓	✓	✓	✓	Latest Payslip or Payroll – 1 certified true copy	Applicant



✓	✓	✓	✓	✓	Latest Plantilla (PSIPOP) – 1 certified true copy	HRMU
✓	✓	✓	✓	✓	Certificates of trainings, seminars, workshops, awards – certified true copies	Applicant
✓	✓		✓	✓	Certification that the incumbent of the position to be Reclassified qualifies to occupy the new position	District
		✓			Certification that the applicant is actually teaching with regular teaching load supported by a CLASSROOM PROGRAM	Applicant
		✓			Certificate as a DEMONSTRATION TEACHER	Applicant
		✓	✓	✓	Division rank list signed by the SDS-certified true copy	Applicant
		✓			Certification on the number and names of teachers to be assigned/served by MT1 in the district *MTS'S (secondary)-5-7 teachers/subject area in the same organizational unit *MT'S (elementary)-total number of teachers including MT'S in the district	Applicant
		✓			Organizational chart with item numbers/subject areas For ELEMENTARY- District and School Organizational chart For SECONDARY-School and Organizational chart with item number and subject areas of specialization under his/her supervision	Applicant
		✓	✓	✓	Justification Statement signed by the SDS	Applicant
		✓			Classroom Program which includes teachers under his/her supervision	Applicant



		✓			Computation worksheet for MT positions (MT I, MT II)	Applicant
		✓			Must be Teacher III per DECS order no. 54, series of 1993	Applicant
			✓	✓	Letter request approved by the SDS	Applicant
			✓	✓	Justification/Certification on the status of higher rank applicant per Rank List	Applicant
			✓	✓	Organizational chart with subject areas and item number	Applicant
			✓	✓	Organizational chart with plantilla item number	Applicant
			✓		List of teachers (5-7) to be supervised by the proposed appointee with subject Areas and their corresponding plantilla item number	Applicant
			✓	✓	SBM Task Force's certification as to the rating obtained in the internal and external stakeholder's assessment	Applicant
			✓	✓	Division Selection and Promotion's Board's Certification on the points obtained in the psychological attributes and personality traits assessment	HRMU
			✓	✓	NEAP Certification	Applicant
				✓	Principal's list of teachers supervised with subject areas and their corresponding Plantilla item number	Applicant
				✓	Result of the Principal's qualifying exam	Applicant





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents through liaison officers/ teacher applicant/ PSDS from the district to the Records Section	1.1 Stamp/Receive the complete documents and forward to the Human Resource Management Unit	NONE	5 minutes	ADAS/ Record Section Staff
	1.2 Assess and evaluate as to completeness and correctness of requirements and take appropriate action	NONE	20 minutes	ADAS/ HRMU Staff
	1.3 Route documents for signature to Administrative Officer VI, Administrative Officer V, and Ma'am Nilita Ragay	NONE	1 hour	HRMU – Administrat ive Officer IV, HRMU – Administrat ive Officer V, CID Chief
	1.4 Forward documents to SDS office for Sir Senen's signature (an APPROVED ERF is available after signed)	NONE	10 minutes	SDS



	1.5 Make reclassification advice those with APPROVED ERF and informed teacher concerned through District ADAS to comply requirements for DBM Implementation	NONE	15 minutes	ADAS/ HRMU Staff
2. The teacher applicant with APPROVE ERF submit his/her complete documents to the Records Section	2.1 Stamp/Receive the complete documents and forward to the Human Resource Management Unit	NONE	5minutes	ADAS/ Record Section Staff
	2.2 Assess and evaluate as to completeness and correctness of requirements and take appropriate action (Prepares PAL and endorsement letter for Region Office and DBM)	NONE	20 minutes	ADAS/ HRMU Staff
	2.3 Route documents for signature to Administrative Officer V and SDS	NONE	30 minutes	Administrat ive Officer V and SDS



	2.4 Once signed, documents are forwarded for release to Records Section for DepEd Regional Office and DBM approval	NONE	30 minutes	HRMU/ Record Section Staff
	2.5 Approved NOSCA	NONE	Wait Until Further Notice	Regional Office (DepEd and DBM)
<b>TOTAL:</b>	<b>NONE</b>			



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### 3. Issuance and Update of BIR TIN

Required document for attachment to appointment and salary claim.

<b>Office or Division:</b>				Human Resource Management Unit	
<b>Classification:</b>				Simple	
<b>Type of Transaction:</b>				G2G – Government to Government	
<b>Who may avail:</b>				DepEd SDO Employees	
<b>CHECKLIST OF REQUIREMENTS</b>					
<b>WITH REGARDS TO BIR TIN:</b>				<b>DOCUMENTS REQUIRED</b>	<b>WHERE TO SECURE</b>
<b>ISSUANCE OF TIN</b>	<b>FOR UPDATING OF EMPLOYER</b>	<b>FOR ADDITIONAL DEPENDENTS</b>	<b>FOR CHANGE OF STATUS</b>		
✓				1. Duly accomplished Information Sheet	Division Office/HRMU
	✓	✓	✓	2. Duly accomplished Form 1905 & 1902	BIR RDO 079 Office/RDO Dumaguete
	✓			3. Approved Appointment or Assignment Advice	Claimant
		✓		4. Certified True Copy of Birth Certificate	Claimant
			✓	5. Certified True Copy of Marriage Certificate	Claimant
<b>CLIENT STEPS</b>		<b>AGENCY ACTION</b>		<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>
1. Issuance of TIN: Filled out information sheet		1.1 Receive and enroll the information to the BIR Online		NONE	10 minutes
					Personnel Section



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and submit to personnel in-charge	System for issuance of TIN. Submit to BIR Office for stamping			
2. Updating of TIN: Secure BIR Forms 1902 & 1905 to BIR Office, fill out and submit to personnel in-charge	<p>2.1 Receive and check the documents</p> <p>1.2 Print online documents from BIR Online System supporting the updated records</p> <p>1.3 Forward to Administrative Section for signatory</p> <p>7. Submit to BIR Office for stamping</p>	NONE	20 minutes	Personnel Section and Administrative Section





#### 4. Issuance of Service Credits

Service credits refers to leave credits earned by teaching personnel. These leave credits are used to offset absences due to illness or to offset proportional deduction in vacation salary due to absence for personal reasons or late appointment.

<b>Office or Division:</b>		Human Resource Management Unit		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		DepEd SDO Employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement (Principal/PSDS)			District	
2. Memorandum (Seminar)			District	
3. Summary of Service Rendered			School	
4. Certification from COMELEC (Election)			Commission on Election Office	
5. Designation (Property Custodian)			Signed by SDS	
6. DTR (2 copies)			School	
7. Accomplishment Report (2 copies)			School	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents	1.1 Received and checks completeness of documents from Record Section.	NONE	2 minutes	Personnel Section
	1.2 Prepare Special Order for Service Credits	NONE	20 minutes	Personnel Section
	1.3 Forward Special Order to AO V and SDS for signature	NONE	Depending on the availability of the SDS	AO V and SDS
	1.4 Return to Personnel assign for releasing approved Special Order	NONE	5 minutes	Personnel Section
<b>TOTAL:</b>		<b>NONE</b>	<b>27 minutes</b>	



### 5. Checking of Service Record

Service Record is a collection of either electronic or printed materials which provides a documentary history of a person's employment including their filed leave with and without pay as well as their annual salary while serving as an employee of an organization.

<b>Office or Division:</b>		Human Resource Management Unit		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		DepEd SDO Employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Updated Service Record			District	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Updated Service Record	1.1 Receive and review the Service Record  (Note: Service Record was encoded at the district, <ul style="list-style-type: none"> <li>If correct, proceed to AO for signature</li> <li>If incorrect entry, return to the concern.</li> </ul>	NONE	Within 10 minutes	Personnel Section
	1.2 Forward to AO V for Signature	NONE		Administrative Section
	1.3 Release the Service Record	NONE		Personnel Section
<b>TOTAL:</b>		<b>NONE</b>	<b>10 minutes</b>	



## 6. Processing of Salary Adjustment due to Step Increment and/or Promotion

Processing of notice of salary adjustment, and notice of step increment of all teaching and non-teaching employees in the Division of Negros Oriental.

<b>Office or Division:</b>		Human Resource Management Unit	
<b>Classification:</b>		Simple	
<b>Type of Transaction:</b>		G2G - Government to Government	
<b>Who may avail:</b>		DepEd SDO Employees	
<b>CHECKLIST OF REQUIREMENTS</b>			
<b>SALARY ADJUSTMENT DUE TO:</b>			
<b>Step Increment</b>	<b>Promotion/ Reclassification</b>	<b>DOCUMENTS REQUIRED</b>	<b>WHERE TO SECURE</b>
✓	✓	1. Original Copy of Endorsement Letter from District Supervisor	District Office
✓ 1 copy	✓ 3 copies	2. Certified True Copy of Approved Appointment	Claimant
✓ 2 copies	✓ 4 copies	3. Updated Service Record	District Office
✓ 1 copy	✓ 3 copies	4. Certified True Copy of Latest Pay slip	Claimant
	✓ 3 copies	5. Assumption to Duty	Claimant
✓ 1 copy	✓ 1 copy	6. Original Copy of Plantilla-approved by DBM/PSIPOP or NOSCA	District Office
✓ 1 copy	✓ 1 copy	7. Original Copy of Notice of Salary Adjustment/Notice of Step Increment	HRMU
	✓ 1 copy	8. Certified True Copy of Appointment of Former Incumbent	District Office/Formal Incumbent
	✓ 1 copy	9. BP Number	Claimant



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements for Salary Adjustment due to Promotion, Reclassification and Step Increment	1. Receive complete documents from Records Unit checked by District Human Resource/ Bookkeeper	NONE	5 minutes	Personnel Section
	If incomplete submission, coordinate with concerned adas-in-charge/personnel to request lacking documents and/or confirm any inconsistencies.  If complete, and accurate, prepare the necessary additional requirements.	NONE	5 minutes	Personnel Section
	1.2 Route the NOSA/NOSI for SDS's signature	NONE	5 minutes	Personnel Section
	1.3 Signing of NOSA/NOSI	NONE	30 minutes	SDS
	1.4 Forward service record to the persons-in-charge for GSIS updating processing of payment	NONE	2 minutes	Personnel Section
	1.5 GSIS Updating	NONE	Depending on the approval of GSIS system	GSIS Updating In-charge
	1.6 Certification of availability of cash/allotment	NONE	10 minutes	Budget Officer & Division Accountant
	1.7 Signing of Certification	NONE	10 minutes	HRMO



	1.8 Signing of Endorsement	NONE	30 minutes	SDS
	1.9 Forwarding pertinent documents to RPSU thru the Records Section for adjustment of salary in the regular monthly payroll	NONE	5 minutes	Records Section
	<b>TOTAL:</b>	<b>NONE</b>	<b>1 Hour and 2 minutes</b>	





## 7. PROCESSING OF DISBURSEMENT VOUCHER – SPECIAL HARDSHIP ALLOWANCE

Special hardship allowance (sha) – refers to an additional compensation generally paid to teachers who are exposed to hazards and difficulties because of nature and/or location of their work.

<b>Office or division:</b>	Human resource management unit			
<b>Classification:</b>	Complex			
<b>Type of transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	DepEd SDO Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Updated service record			District	
2. Form 48 (DTR)			District	
3. Form 1 (monthly computation)			District	
4. Summary of release			District	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit special hardship allowance report to records section	1.1 Receive special hardship allowance report from records section	NONE	5 to 7 minutes per person	Personnel Section
	1.2 Check and re-compute the actual allowance for specific period (quarterly)	NONE		Personnel Section
	1.3 Forward to finance section for tracking purposes	NONE		Budget Section
<b>TOTAL:</b>		<b>NONE</b>	<b>5 to 7 minutes per person</b>	



### 8. Processing of Disbursement Voucher – Salary Differential due to STEP INCREMENT and/or PROMOTION

The personnel benefit costs of government officials and employees shall be charged against the funds from which their salaries are paid. All authorized supplemental or additional compensation, fringe benefits and other personal services costs of officials and employees whose salaries are drawn from special accounts or special funds shall similarly be charged against the corresponding fund from which their basic salaries are drawn.

<b>Office or Division:</b>		Human Resource Management Unit	
<b>Classification:</b>		Complex	
<b>Type of Transaction:</b>		G2G - Government to Government	
<b>Who may avail:</b>		DepEd SDO Employees	
<b>CHECKLIST OF REQUIREMENTS</b>			
<b>SALARY DIFFERENTIAL DUE TO:</b>			
<div>Step Increment</div>	<div>Promotion/ Reclassification</div>	<b>DOCUMENTS REQUIRED</b>	<b>WHERE TO SECURE</b>
✓	✓	1. Original Copy of Endorsement Letter from District Supervisor	District Office
✓ 2 copies	✓ 2 copies	2. Certified True Copy of Approved Appointment	Claimant
✓ 2 copies	✓ 2 copies	3. Updated Service Record	District Office
✓ 2 copies	✓ 2 copies	4. Certified True Copy of Payslip for 2 Consecutive Months - Payslip before the adjustment - Payslip after the adjustment take effect	Claimant
	✓ 2 copies	5. Assumption to Duty	Claimant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents for Salary Differential due to Step Increment and/or Promotion	1. Receive documents from the Records Section, and log in the tracking system for documents received.	NONE	2 minutes	Records Section
	1.1 Review of documentation requirements.  Evaluate the documents submitted and make computations.	NONE	15 minutes	Personnel Section
	1.2 Forward to accounting for any corrections of the computations.	NONE	1 minute	Finance Section
	1.3 Prepare General Payroll, Disbursement Voucher, and Obligation Request and Status	NONE	10 minutes	Personnel Section
	1.4 Forward to Finance Section for tracking purposes	NONE	5 minutes	Budget Section
	<b>TOTAL:</b>	<b>NONE</b>	<b>33 minutes</b>	



## 9. Separation from the Government Service

<b>Office or Division:</b>	Human Resource Management Unit	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	DepEd SDO Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>RETIREMENT (2 copies each)</b>		
1. Endorsement from School Head and PSDS	School and District	
2. GSIS Application for Retirement/Separation/Life Insurance Benefit Form	GSIS	
3. Letter of Intent	Requesting Party	
4. Updated Service Record with Certification of Leave without Pay (LAWOP)	District	
5. School Clearance and District Clearance	School and District	
6. Division Clearance	HRMU	
7. Clearance of Pendency/Non-Pendency	SDO – Legal Unit	
8. Provident Fund Clearance	SDO – Accounting Section	
9. GSIS Original Policy Contract (if available)	Requesting Party	
10. DTR (Form 48) or Approved Form 6 (if on leave) prior to effective date of Retirement	Requesting Party	
11. Summary of Absences for PVP Computation	District	
<b>DISABILITY RETIREMENT (2 copies each)</b>		
1. Endorsement from School Head and PSDS	School and District	
2. GSIS Application for Retirement/Separation/Life Insurance Benefit Form	GSIS	
3. GSIS Application for Disability Retirement	GSIS	
4. Proofs of Disability Part I, II, and III	GSIS	
5. Medical Records	Requesting Party	
6. Letter of Intent	Requesting Party	



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7. Updated Service Record with Certification of Leave without Pay (LAWOP)	District
8. School Clearance and District Clearance	School and District
9. Division Clearance	HRMU
10. Clearance of Pendency/Non-Pendency	SDO – Legal Unit
11. Provident Fund Clearance	SDO – Accounting Section
12. GSIS Original Policy Contract (if available)	Requesting Party
13. DTR (Form 48) or Approved Form 6 (if on leave) prior to effective date of Retirement	Requesting Party
14. Summary of Absences for PVP Computation	District
15. Sketch plan of residence	Requesting Party
16. Full body picture	Requesting Party
<b>RESIGNATION (2 copies each)</b>	
1. Endorsement from School Head and PSDS	School and District
2. GSIS Application for Retirement/Separation/Life Insurance Benefit Form	GSIS
3. Letter of Intent	Requesting Party
4. Updated Service Record with Certification of Leave without Pay (LAWOP)	District
5. School Clearance and District Clearance	School and District
6. Division Clearance	HRMU
7. Clearance of Pendency/Non-Pendency	SDO – Legal Unit
8. Provident Fund Clearance	SDO – Accounting Section
9. Certification of Performance Rating signed by PSDS	District





10. DTR (Form 48) of Approved Form 6 (if on leave) prior to effective date of Retirement	Requesting Party
11. Summary of Absences for PVP Computation	District
<b>SURVIVORSHIP (2 copies each)</b>	
1. Endorsement from School Head and PSDS	School and District
2. GSIS Application for Retirement/Separation/Life Insurance Benefit Form	GSIS
3. GSIS Application for Survivorship	GSIS
4. Proofs of Surviving Heirs and Guardianship	GSIS
5. Affidavit of Surviving Heirs/Surviving Spouse/Guardian of Minor or Dependent Child/ren	GSIS
6. Death Certificate of Member issued by PSA	PSA
7. Birth Certificate of Member	PSA
8. Birth Certificate of Parents (If Single)	PSA
9. Birth Certificate of all siblings, if both parents are deceased (if single)	PSA
10. Marriage Certificate of Parents (if single)	PSA
11. Death Certificate of Parents (If single)	PSA
12. Extrajudicial settlement among legal heirs of the deceased member designating one payee	Requesting Party
13. Marriage Certificate of Deceased Member and Spouse	PSA
14. If spouse is not a GSIS Member, Birth Certificate issued by PSA	PSA
15. Birth Certificate/s of Minor/Incapacitated children issued by PSA	PSA
16. If legal guardian is not a natural parent, attach certification from the Barangay and DSWD	Barangay and DSWD
17. If legal guardian is not a GSIS Member, Birth Certificate issued by PSA	PSA





18. Updated Service Record with Certification of Leave without Pay (LAWOP)	District
19. School Clearance and District Clearance	School and District
20. Division Clearance	HRMU
21. Clearance of Pendency/ Non-Pendency	SDO – Legal Unit
22. Provident Fund Clearance	SDO – Accounting Section
23. Summary of Absences for PVP Computation	District
Additional Requirements for Muslim Members: a. Proofs of Surviving Legal Heirs indicating all wives and children b. If only one (1) spouse is claiming; submit duly notarized affidavit that her husband has no other marriages/wife. c. Court Order for Guardianship should be issued in the absence of parent for minor children. d. Application for survivorship must be duly endorsed by the office and certification indicating the legal spouse/s and child/ren of the deceased	GSIS  Requesting Party  Requesting Party  Form from GSIS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements for separation from the government service (Retirement, Disability Retirement, Resignation, and Survivorship) to Records Section	1.1. Receive and check for the completeness of submitted documents.  Incomplete Papers – coordinate with the concerned employee/personnel from the field and request for lacking papers	NONE	3 minutes	Personnel Section



	1.2 If documents submitted are complete, proceed to preparing of Special Order for Separation, NOSA and letter request for Issuance of Certification of Last Payment (CLP)	NONE	3 minutes	Personnel Section
	1.3 Forward SO for Separation, NOSA and Letter Request for CLP to AO V and SDS for signature	NONE	30 minutes	
	1.4 Scanned documents to be emailed to Region 7 c/o ADMIN Services gmail account (asd.ro7@deped.gov.ph).	NONE	5 minutes	
	1.5 Give one (1) copy of updated Service Record for GSIS updating	NONE	3 minutes	
	1.6 If CLP is already available, check if the separated employee has or has no refundable.  a. If with refundable, contact the separated employee and inform him/her that he/she has to settle the said amount to be refunded (to be paid at the Cash Section). After payment has been made, ask for a photocopy of receipt to be attached to the CLP for Accountant's reference in signing the Division Clearance. b. If no refundable, the Accountant will directly sign the Division	NONE	15 days to 1.5 months  5 minutes	



	1.7 Process an indorsement for GSIS Retirement/Resignation/ Separation Benefit Claim together with the other supporting documents	NONE	10 minutes	Personnel Section
	1.8 Forward documents to AO V and SDS for signature	NONE	30 minutes	
	1.9 If already signed by SDS, scan documents to be emailed to Region 7 c/o ADMIN Services gmail account ( <a href="mailto:asd.ro7@deped.gov.ph">asd.ro7@deped.gov.ph</a> )	NONE	10 minutes	
	1.10 Wait for the scanned indorsement signed by the Regional Director to be attached to the original documents	NONE	15 days to 1.5 months	
	1.11 Forward papers to GSIS Dumaguete City	NONE	5 minutes	
<b>TOTAL:</b>		<b>NONE</b>		



## 10. Leave of Absence

<b>Office or Division:</b>	Human Resource Management Unit	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	DepEd Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>LEAVE OF ABSENCE 29 DAYS AND BELOW (1 copy each)</b>		
1. Endorsement from School Head and PSDS		School and District
2. Letter of Intent		Requesting Party
3. Fully Accomplished Form 6 (revised 2020)		HRMU
Additional Requirements:		
<p><b>Sick</b> – Medical Certificate for 5 days and up. In case medical consultation was not availed, an affidavit should be executed by the applicant.</p> <p><b>Paternity</b> – proofs of child’s delivery, e.g. Birth Certificate, Medical Certificate and Marriage Contract.</p> <p><b>Solo Parent</b> – photocopy of updated solo parent card.</p> <p><b>VAWC</b> – any of the following documents: Barangay Protection Order (BPO), Temporary/Permanent Protection Order (TPO/PPO). If protection order is not yet available, certification issued by the Punong Barangay/Kagaward or Prosecutor or the Clerk of the Court that the application of BPO/TPO/PPO/Certification, a police report specifying the occurrence of violence on the victim and medical certificate may be considered, at the discretion of the immediate supervisor of the employee concerned.</p> <p><b>Special Leave Benefit for Women (RA 9710)</b> – 14 days under minor surgery, Medical Certificate, Histopathological Report, Surgical Procedure and Service Record.</p> <p><b>Special Emergency (Calamity)</b> – validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency and such other proofs as may be necessary.</p> <p><b>Adoption</b> – authenticated copy of the Pre-Adoptive Placement Authority issued by the DSWD</p> <p><b>Travel Abroad</b> – School Clearance and District Clearance, Division Clearance, Administrative Clearance, Provident Clearance, Certification per memo # 100, s. 1999, Travel Authority Request Form A, DO No. 43, s. 2014 (for Official Travel), Updated Service Record and photocopy of payslip.</p>		



LEAVE OF ABSENCE 30 DAYS AND ABOVE (1 copy each)				
1. Endorsement from School Head and PSDS			School and District	
2. Letter of Intent			Requesting Party	
3. Fully accomplished Form 6 (revised 2020)			HRMU	
4. School Clearance and District Clearance			School and District	
Additional Requirements:				
<p><b>Sick</b> – Medical Certificate</p> <p><b>Maternity</b> – Medical Certificate, accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a) if needed.</p> <p><b>Study Leave</b> – shall meet the agency’s internal requirements, if any, affidavit that applicant has not availed study grant under RA 4670 (for teaching personnel), Certification from the Principal that services can be dispensed with, School Clearance, District Clearance, Administrative Clearance, Accomplished Form 212, Service Record, and Performance Rating.</p> <p><b>Rehabilitation</b> - Medical Certificate, Police Blotter/Report, Narrative Report signed by PSDS</p> <p><b>Special Leave Benefit for Women (RA9710)</b> - up to 2 months for major surgery, Medical Certificate, Histopathological Report, Surgical Procedure and Service Record.</p> <p><b>Travel Abroad</b> - School Clearance and District Clearance, Division Clearance, Administrative Clearance, Provident Clearance, Certification per memo # 100, s. 1999, Travel Authority Request Form A, DO No. 43, s. 2014 (for Official Travel), Updated Service Record and photocopy of payslip.</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements for application of leave of absence with or without pay	1.1. Receive and check for the completeness of submitted documents.  Incomplete Papers – coordinate with the concerned employee/personnel from the field and request for lacking papers	NONE	3 minutes	Personnel Section

