



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

Section/Unit	Frontline Services	Responsible Person	Requirements	Procedure	Turn Around Time	Fee
Records Section	- Receiving and Releasing all documents Originated from schools, government agency and other offices;	DONALD JAKE T. SUPERABLE Admin. Officer IV/Records	Request (Logbook)	Request (Logbook)	15 min. (for walk-in);	None
	- Receiving and Releasing of Division Memorandum, Authority to Travel and Special Orders;	HENRIETA T. MANAGBANAG EdD, CESO VI Asst. Schs. Division Superintendent			5 mins. Upon receipt of Signed Reconstructed Diploma	None
	- Release of Signed Reconstructed Diploma	SHERLITA A. PALMA EdD, CESO VI Schools. Division Superintendent				
	- Issuance of Service Record (Insular) - Preparation and Releasing of Indorsement for Travel Abroad - Authentication of DepEd Documents (with original)	FRANCISCO A. ANCHOJAS Administrative Officer V				
	Issuance of Certification * No Pending Case	MARIA SOCCORRO T. PANCIPANCI Legal Officer	Request (Logbook)	Submit to Legal Office	10 mins upon receipt	None
	Issuance of Certification * Employment	MARIA LIZA E DELFIN AA II	Request (Logbook)	Request (Logbook)	10 min. upon receipt	None
	- Stoppage of Loan * Complete				10 min. upon receipt	None
	Requirements	JENNELIND R. IGANA Administrative Assistant III	Request Slip	Submit request All supporting	45 mins upon receipt per documents	None
	- Equivalent Records Forms					



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Human Resource Management Section	(ERF)		ERF Forms, Appt. Service Record, TOR Master's	document		None
	- Release of Special Order * Reinstatement * as TIC/OIC * Transfer * Designation * Service Credits	NAISY M. BROSAS AO II-Acting HRMO	Checklist	All supporting document	10 mins upon receipt per documents	None
	- Confirmation of Pending Loan application *GSIS *PLI's	FRANCISCO A. ANCHOJAS Administrative Officer V RODEL R. NAVAL AO V-Budget Officer	GSIS, PLI's thru Email	Online Approval	30 mins.	None
	- Release of NOSI/NOSA	HELEN P. SANTO ADAS II	Appt. & Service Record	All supporting document	10 mins. Per NOSA/NOSI	None
Cash Section	- Release of Checks - Issuance of OR	NANCY C. ANINAO Administrative Officer IV/Cashier	Voucher and pertinent attachment	See Ms. Aninao	3 mins. Upon receipt	None
Administrative	- Signing of PhilHealth certification - BIR application & update of TIN No.	FRANCISCO A. ANCHOJAS Administrative Officer V	Forms	Submit to Admin/ Personnel	3 mins upon receipt	None
	- Permit to take Saturday and Summer Classes	MARK CHESTER ANTHONY G. TAMAYO CID-Chief	Request Letter	-Application letter Indorsement from	10 mins.	None



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Administrative	- Request for the Use of School Facilities	SHERLITA A. PALMA EdD, CESO VI Schs. Division Superintendent	Request Letter	School Head and District Supervisor	45 minutes	Agreed Fees as cited in the MOA
	- Issuance of Special Order of Graduates of Private Secondary Schools	JESSICA M. ABRIL EPS/Private School In-Charge	Request Letter	-Letter	10 minutes	
	- Tuition Fee Increase of Private Schools	SHERLITA A. PALMA EdD, CESO VI Schs. Division Superintendent		Request of the Sponsoring Group -Indorsement of School Head and District Supervisor - MOA with the sponsoring Group/DepEd	10 minutes	None
	- Request for Indorsement to COA re: Demolition of School Buildings and Properties demolished School Buildings	ENGR. RAFAEL S. LANZA Division Engineer JENNETH S. LAGUNZAD Supply Office		-Please see the members of the QAAD		