



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City



DM. NO. 132, s. 2016

TO : All Public Schools District Supervisor/ In- Charge,
Elementary & Secondary School Heads

SUBJECT : **Ensuring Compliance With Section 6 of the Anti-Red Tape Act of 2007
and Rule IV of its Implementing Rules and Regulations**

DATE : February 19, 2016

1. Pursuant to Republic Act 9485: An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Thereof, this office shall hereby observe austere implementation and compliance with the Anti- Red Tape Act of 2007 (ARTA) and Rule IV of its Implementing Rules and Regulations.
2. All district offices and schools are required to a speedy implementation and/or updating of their compliance to the abovementioned policy.
3. A schedule for school Monitoring and Evaluation with regards to this memorandum shall be done on the month of March, 2016. Hence, we are encouraging all schools to exert collaborative effort within the school community on its preparation and implementation.
4. Attached herewith is a copy of the ARTA Watch Checklist and examples of the posters required as mentioned in the policy.
5. For your information and strict compliance.


LELANIE T. CABRERA, CESE
Asst. Schools Division Superintendent
Officer-In-Charge
02/19/16 

LTC/rbp/dcfa/rcee

22 FEB 2016

22 FEB 2016

Department of Education
Region XVIII, Negros Island Region
Division of Negros Oriental
Capitol Area, Dumaguete City

ARTA WATCH CHECKLIST

Citizen's Charter Compliance

Area	Y/N	Remarks
Vision		
Mission		
List of Frontline Services		
Content of each Frontline Service Poster:		
1. Step by Step Procedure		
2. Officer Responsible		
3. Maximum Time		
4. Required Documents		
5. Fees		
6. Procedure for Filing		
Feedback Mechanism		

Other ARTA Requirements

Area	Y/N	Remarks
Anti-Fixer Poster/ Materials		
Presence of Fixers		
Public Assistance/Complaints Desk (PACD) installed		
Public Assistance/Complaints Desk (PACD) manned		
No Lunch Break Poster (Principal's Office)		
No Lunch Break Observed		
ID/ Nameplates		
Courtesy Lanes		
CCB Poster		
HAP Poster		
Smoke Free Poster		
Presence of Smokers in the Building		

Date of Inspection:

Monitoring and Evaluation Team:

Dr. Rachel B. Picardal- Chief, SGOD

Mr. Dennis Charl F. Andalajao- Senior Education Program Specialist

Mrs. Regina Clarina E. Empeso- Education Program Specialist II



Republic of the Philippines
Department of Education

04 SEP 2013

DepEd ORDER
No. **36** s. 2013

**OUR DEPARTMENT OF EDUCATION VISION, MISSION
AND CORE VALUES (DEPED VMV)**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. For the information and guidance of all concerned, this Order enacts the official adoption of our **Department of Education Vision, Mission, and Core Values (DepEd VMV)**.
2. In promoting "One DepEd", the official DepEd VMV shall be the only vision, mission, and core values adopted by all offices and schools.
3. The copy of our DepEd VMV with explanations and guide questions can be found in the enclosure.
4. The meaning and message of our DepEd VMV should be carefully explained to all DepEd employees and key stakeholders. More information can also be found in the enclosure.
5. This Order shall take effect upon its approval and publication in the DepEd website: www.deped.gov.ph.
6. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES
MISSION
POLICY

SCHOOLS
VALUES EDUCATION
VISION

Rhea/DO R- DepEd VMV
0822/August 31, 2013

(Enclosure to DepEd Order No. 36, s. 2013)



Our DepED

Vision, Mission, and Core Values

Our 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.

Our 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

Our Core Values

Maka-Diyos
Maka-tao
Makakalikasan
Makabansa

Our Vision

A closer look at realizing our DepEd Vision

“We dream of Filipinos...”

Our vision is more than just the end-goal of a plan. It is a dream, a wish, a prayer – what we fervently hope for and what we diligently work towards. By envisioning we begin to fulfill our mandate and responsibilities stated in Republic Act No. 9155 and do our duty as Filipinos.

“...who passionately love their country...”

We want to develop learners who are true citizens and patriots, who have a strong desire to serve their country and work for its betterment.

As DepEd, how do we promote passionate love of country?

“...and whose values and competencies...”

We need to do two things: inculcate the values deemed necessary and desirable and train students to make sure they have the necessary competencies.

**“...enable them to realize their full potential
and contribute meaningfully to building the nation...”**

Because as a learner-centered institution we want them to know how to improve themselves and realize their dreams, while keeping in mind the state of their country and the welfare of their people. In turn, Filipinos realize their potential, not for selfish gain, but to contribute to building a nation every Filipino deserves.

Our Vision

A closer look at realizing our DepEd Vision

Section 17 under Article II of the 1987 Constitution mandates the State to give priority to education, science and technology, arts, culture, and sports to foster patriotism and nationalism, accelerate social progress, human liberation, and development.

“As a learner-centered public institution...”

The Department of Education is the government agency that formulates, implements, and coordinates policies, plans, programs, and projects in areas of formal and non-formal basic education.

In all our decisions and actions, we put the Filipino learner first.

“..the Department of Education continuously improves itself..”

Just like our students, we do not stop learning. We constantly seek to be better, both as an institution and as individuals.

How can we serve our learners better?

“..to better serve its stakeholders.”

Through time, our learners have changing needs and the Department must adapt and be better to serve them better.

Our Mission

A closer look at our DepEd Mission in action

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

As stated in the 1987 Philippine Constitution, our mission states our duty as stewards of education to protect and promote the right of all citizens.

How do we fulfill our mission as the Department of Education in delivering quality, equitable, culture-based, and complete basic education?



“Students learn in a child-friendly, gender-sensitive, safe, and motivating environment”

Do we provide our learners a child-friendly, gender-sensitive, safe, and motivating environment?



“Teachers facilitate learning and constantly nurture every learner”

Do our teachers ensure the development of each unique learner?



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

Do our policies, systems, processes, and behaviors 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”

Do we actively practice shared governance of basic education with the entire community in developing all Filipinos?

Our Core Values

A closer look at being an organization that embodies our DepEd Core Values

Maka-Diyos

Maka-tao

Makakalikasan

Makabansa

Republic Act No. 8491 states that our national Motto shall be
“MAKA-DIYOS, MAKA-TAO,
MAKAKALIKASAN AT MAKABANSA.”

In adopting these as our 4 core values, what does it mean to be “Maka-Diyos”, “Maka-tao”, “Makalikasan”, and “Makabansa” in the context of the Department of Education?



MC No. 23, s. 2014

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT - OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Mandatory Display of the Contact Center ng Bayan (CCB) Posters

The Contact Center ng Bayan (CCB) is institutionalized as the public feedback mechanism of the government anchored on Republic Act No. 9485 or the Anti-Red Tape Act (ARTA) of 2007 through Civil Service Commission (CSC) Resolution Number 1400995. The CCB empowers citizens to effectively participate in the improvement of the frontline service delivery, systems and procedures through their feedback relayed via the CCB access modes: 0908-8816565 for text messages, 1-6565 for calls, and www.contactcenterngbayan.gov.ph for emails.

All heads of agencies are enjoined to support the massive dissemination of information on the CCB by displaying posters in conspicuous places in all their respective frontline service offices. The posting of CCB posters shall be inspected by the CSC during the conduct of spot-checks, ARTA Watch, and Report Card Survey (RCS).

CSC shall initially provide CCB posters; agencies may replicate the same. The soft copy of the CCB poster is available via the CCB website: contactcenterngbayan.gov.ph.

Attached is a sample copy of the CCB poster for your reference.

For inquiries regarding the Anti-Red Tape Act of 2007 and the Contact Center ng Bayan, you may contact CSC's Public Assistance and Information Office via (02) 932-0111 and (02) 932-0179 or email feedback@webmail.csc.gov.ph.

For strict compliance.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

SEP 30 2014

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service

MAY

KABAR?

CCB contact center ng bayan

<ul style="list-style-type: none">• Kolorado• Buhay• Red Tape	<p>Publicizing information on their</p>	<p>Full meetings during lunch break</p>	<p>Interacting on Facebook</p>	<p>2. CCB</p>
<p>Displaying list of members on wall</p> <p>on Citizens Charter</p>	<p>At the</p> <p>Interpreting and implementing</p>	<p>Working together with press on media officers, media & my implementation</p>	<p>At the</p> <p>Interpreting and implementing</p>	

Republic Act No. 9485 or the Anti-Red Tape Act (ARTA) of 2007
Section 7. Accountability of the Heads of Agencies, provides:

The head of the office or agency shall be primarily responsible for the implementation of this Act and shall be held accountable to the public in rendering fast, efficient, convenient and reliable service.

The Contact Center ng Bayan (CCB) was established as the government's public feedback mechanism anchored on ARTA, pursuant to CSC Resolution No. 140386, promulgated on July 10, 2014.



Mag-text sa

Tumawag sa

Mag log-on sa

HELP US LOOK FOR THIS YEAR'S AWARDEES BY SHARING STORIES OF REMARKABLE ACCOMPLISHMENTS AND PLEASANT ENCOUNTERS WITH PUBLIC SERVANTS



...BALANGUOD (PROFESSOR...
...DINA A. GENZOLA (SENIOR AGRICULTURIST) CECILIA B. VIDUY (SPECIAL EDUCATION PROGRAM SUPERVISOR) TRIXIE M. DAGAME (FIRE OFFICER) JO ANNE D. HABER (DIRECTOR IV) AGRICULTURAL CENTER CHIEF IV) EUNICE A. MARCELO (CHIEF SCIENCE RESEARCH) CIVIL REGISTRAR) ZENAIDA C. RUEDA ACOSTA (CHIEF PUBLIC) LYNN Z. PADILLO (EDUCATION) DONCILLO (DIRECTOR IV/EXECUTIVE) MISSIONER) DARWISA J. SAILI-RAD, ARA B. BALANGUOD (PROFESSOR III) AEF IV) DINA A. GENZOLA (SENIOR AGRICULTURIST) CECILIA B. VIDUY (SPECIAL EDUCATION PROGRAM SUPERVISOR)



...E. TULIN (UNIVERSITY PROFESSOR...
...PRINCIPAL IV) ALFREDO MEL P. DAGAYLO...
...RESEARCH ASSOCIATE) ARSENIO B...
...SSOR VI) AMER A. SABER (MEDICAL CENTER...
...TENDENT) JONAR I. YAGO (PROFESSOR IV) R...
...SERO (SCIENTIST I) DANNY C. CACHOLA (EL...
...RT P. COLLADO (TEACHER I) VIRGILIO M. FUE...
...ALBERT G. RAMOS (SENIOR WATER RESOUR...
...ION TECHNOLOGY OFFICER II) JESSE M. ROBR...
...PUTY DIRECTOR GENERAL) ROMEO T. TANALG...
...MASCUAL III (CHIEF ADMINISTRATIVE OFFIC...
...FREDO E. PASCUAL (PRESIDENT) JAYME C. M...
...D G. SEGUBAN (PROFESSOR III) EDGARDO E...



...ME OFFICER II) JUVY S. GATON...
...DIRECTOR IV) GLORIA M. DE LA CR...
...EF IV) EUNICE A. LAYUGAN (ASSOCIATE...
...SCIENCE RESEARCH SPECIALIST) MARY A...
...AR) ZENAIDA CUISON MAGLAYA (UNDERSE...
...CHIEF PUBLIC ATTORNEY) WELTHY VILLANU...
...LLO (EDUCATION PROGRAM SUPERVISOR I) M...
...R IV/EXECUTIVE DIRECTOR) KIM J. HENARE...
...SAILI-RADAH TELEMENTARY SCHOP...
...SSOR III) ALMA C. DICKSON (F...
...NIOR AGRICULTURIST) LILIBETH...
...DOY (SPECIAL EDUCATION TEACH...
...AM SUPERVISOR) MARIA DAISY D. B...
...ME (FIRE OFFICER II) JUVY S. GATON (I...
...ER (DIRECTOR IV) GLORIA M. DE LA CRUZ...
...HIEF IV) EUNICE A. LAYUGAN (ASSOCIATE P...
...F SCIENCE RESEARCH SPECIALIST) MARY AN...

...TRIXIE M. DAGAME (F...
...ANNE D. HABER (DI...
...L CENTER CHIEF IV)...
...JND (CHIEF SCIENCE...
...VIL REGISTRAR) ZE...
...A ACOSTA (CHIEF P...
...NN Z. PADILLO (ED...
...O (DIRECTOR IV/E)...
...R) DARWISA J. SAILI...
...LANGUOD (PROFES...
...CEP...
...CEP...

...B. ELLA (SCIENTIST III) RUBEN...
...MEDICAL CENTER CHIEF II) GILBERT C. SOS...
...PROFESSOR IV) ROY A. ESTERON (TRUCK DR...
...C. CACHOLA (ELEMENTARY SCHOOL PRINCIP...
...VIRGILIO M. FUERTES (SENIOR SCIENCE RESE...
...WATER RESOURCES FACILITY) ERNESTO F. R...
...JESSE M. ROBREDO (SECRETARY) ARTURO G...
...ROMEO T. TANALGO (CHIEF, AFP COMMAND C...
...ADMINISTRATIVE OFFICER) RENATO U. SOLID...
...PRESIDENT) JAYME C. MONTOYA (EXECUTIV...
...U EDGARDO E. TULIN (UNIVERSITY PROFESS...
...PRINCIPAL IV) ALFREDO MEL P. DAGAYLO-AN...
...UNIVERSITY RESEARCH ASSOCIATE II) ARSE...

...SSOR VI) AMER A. SABER (ME...
...TENDENT) JONAR I. YAGO (P...
...RO (SCIENTIST I) DANNY C. I...
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...ST) ALBERT G. RAMOS (SE...
...ION TECHNOLOGY OFFIC...
...PUTY DIRECTOR GENER...
...MASCUAL III (CHIEF ADY...
...O E. PASCUAL (PRESIDE...
...N (PROFESSOR II) EDGARDO E...
...LEMENTARY SC...
...J. MAGHANY (I...
...D G. GUARTE (P...
...LICE CHIEF SUPERINT...

...SAILI-RADAH TELEMENT...
...PROFESSOR III) ALMA C. DICKSON...
...OLA (SENIOR AGRICULTURIST) LILIBETH...
...LIA B. VIDUY (SPECIAL EDUCATION TEAL...
...N PROGRAM SUPERVISOR) MARIA DAISY B...
...M. DAGAME (FIRE OFFICER II) JUVY S. GATON...
...D. HABER (DIRECTOR IV) GLORIA M. DE LA CR...
...YTER CHIEF IV) EUNICE A. LAYUGAN (ASSOCIA...
...HIEF SCIENCE RESEARCH SPECIALIST) M...
...AR) ZENAIDA CUISON MAGLAY...
...CHIEF PUBLIC ATTORNEY) WEL...
...LLO (EDUCATION PROGRAM SUPE...
...COR IV/EXECUTIVE DIRECTOR) KIM...
...WISA J. SAILI-RADAH (TELEMENTARY S...
...OD (PROFESSOR III) ALMA C. DICKSON (A...
...AZOLA (SENIOR AGRICULTURIST) LILIBETH...
...ECILIA B. VIDUY (SPECIAL EDUCATION TEACH...
...T SUPERVISOR) MARY AN...

...IA CUISON MAGLAYA...
...C ATTORNEY) WELT...
...ION PROGRAM SUPE...
...TIVE DIRECTOR) KI...
...ADAH (TELEMENTAR...
...III) ALMA C. DICKS...
...GRICULTURIST) LIL...
...PECIAL EDUCATION...
...RVISOR) MARIA DA...
...FFICER II) JUVY S...
...B...
...B...

2016
SEARCH FOR

OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

(INDIVIDUAL OR GROUP)

DEADLINE OF SUBMISSION OF NOMINATIONS IS ON MARCH 31, 2016



For nomination procedures, contact the Honor Awards Program (HAP) Secretariat at telephone numbers (02) 9317993 and (02) 9320381, email address hapsecretariat@gmail.com or hapsecretariat@yahoo.com; or visit the nearest CSC Regional or Field Office.

www.csc.gov.ph • www.facebook.com/honorawardsprogram • www.youtube.com/cscmedia

NO TO



The Anti-Red Tape Act of 2007 (R.A. 9485) imposes stiff penalty on fixers: **imprisonment** not exceeding six years or a **fine** of not more than Two Hundred Thousand Pesos (P200,000.00), or both fine and imprisonment at the discretion of the court.

Report the **name of fixer**, name and **location of government office**, **date and time** of transaction to the following:



CIVIL SERVICE COMMISSION

0917-TEXTCSC
(8 3 9 8 2 7 2)

(02) 932-0111



OFFICE OF THE OMBUDSMAN

0926-6994703

(02) 927-4102; (02) 927-2404



NO SMOKING!

BY ORDER OF FASCIST DECREE NO. 2001-148

**Remember! "Your body belongs to the nation!"
"You have a responsibility to remain healthy!"**

**The honorable member of the Nazi party: Reich Health Fuhrer, Karl Astel says:
Opposition to tobacco is a "national socialist duty!"**

**Smoking is a relic of an antiquated, liberal lifestyle.
Lets work together to put an end to this freedom once and for all
We promise that this is absolutely the last personal freedom
which we will attack.... honest! ...you can trust us!
We positively WILL NOT next come for the freedom that YOU enjoy.**

CITIZEN'S CHARTER

FRONTLINE SERVICES	STEPS	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORMS
1. Request for Form 137	●	Inform the Guard Fill-in the log book and surrender a valid ID Card	Get Visitors ID Give a Visitor's Pass Direct the Client	2 minutes	Guard on Duty	Visitors Pass
	●	Proceed to the guidance office Give the Request Form to Mr. Robert Ocampo	Get the request form	2 minutes	Robert Ocampo	Request Form
			Give the schedule of release (2 days after)			Release Form
	●	Be back on the scheduled day of release Inform the Guard	Get Visitors ID Give a Visitor's Pass Direct the Client	2 minutes	Guard on Duty	Visitors Pass
	●	Proceed to the guidance office Present Release Form	Give Form- 137	2 minutes	Robert Ocampo	

FRONTLINE SERVICES	STEPS	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORMS
2. Visit /Talk to the Principal	●	Inform the Guard	Give a Visitor's Pass Direct the Client	2 minutes	Guard on Duty	Visitors Pass
Guidance Coordinator Fetching a child during class hours	●	Go to Guidance Office - Robert Ocampo Principals Office - Nelson De gale Clinic - Nurse Mari Jasper Quimban	Get /Give an Appointment Slip	2 minutes	Nelson De gale	Appointment Slip
	●	Return duty filled-up Appointment Slip	Stamp the schedule of the visit /talk	2 minutes	Nelson De gale Robert Ocampo	Appointment Slip
	●	Receive the stamped appointment slip and wait for one's turn at the guest's lounge				
	●	Proceed to the Principal's / Guidance Office	Conference		Dr. Evelyn G. Bolivar	

FRONTLINE SERVICES	STEPS	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORMS
3. Consultation with a Teacher (By Appointment) Grade I and Grade II	●	Inform the Guard	Get Visitors ID Give a Visitor's Pass Direct the Client	2 minutes	Guard on Duty	Visitors Pass
	●	Get an appointment with the Guidance Coordinator Look for Mr.Robert Ocampo	Issue an Appointment Slip	2 minutes	Robert Ocampo	Appointment Slip
1:30 P.M.		Go to the Guidance Office	Schedule the Conference b/w the Parent and Teacher	3 minutes	Janet Guevarra	Appointment Slip for Parent - Teacher
Grade III and IV 2:00 P.M.	●	Be back on the scheduled date	Parent - teacher Conference in the Guidance Classroom	Teacher Concern		
Grade V and VI 2:40 P.M.						

FRONTLINE SERVICES	STEPS	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORMS
4. Referral of Pupils to the Guidance Office by Teachers Grade I and Grade II 1:30 P.M.	●	Teacher Inform the Guidance Counsellor of the Purpose	Give an appointment	5 minutes	Mrs. Janet Guevarra	Referral Form Logbook
Grade III and Grade IV 2:00 P.M.	●	Proceed to the Guidance Office with the Teacher if necessary	<ul style="list-style-type: none"> * Evaluate the referral * Talk to the Pupils * Counselling * Call the Parents * Endorse for further evaluation if needed 		Mrs. Janet Guevarra	
Grade V and VI 2:40 P.M.						

CITIZEN'S CHARTER

FRONTLINE SERVICES	STEPS	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORMS
5. Referral of Pupils to the Clinic (Medical and Dental)	●	Teacher Inform the Health personnel concern	Nurse / Dentist give an appointment slip	5 minutes	Nurse Mari Jasper Quinsiao Dr. Noel Jethro Villarico	Referral Slip
	●	Patient go the Clinic with a Janitor	Provide the treatment needed Issue a Recommendation Slip for the patient's early dismissal from class	2 minutes	Nurse Mari Jasper Quinsiao Dr. Noel Jethro Villarico	Prescription If needed Recommendation Letter
	●	The Janitor brings Recommendation Slip for signature by the Teacher and the Principal	Teacher and Principal sign the Discharge slip	3 minutes		Discharge Slip
	●	Log-out to the Guard	Record early dismissal	2 minutes	Guard on Duty	Logbook

FRONTLINE SERVICES	STEPS	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORMS
6. Enrolment A. For Regular Pupils	●	Inform the Guard	Give a Visitor's ID Give a Visitor's Pass Direct the Client	2 minutes	Guard on Duty	Visitors Pass
	●	Bring Form 138 to the Registration Committee at the lobby	Get the Form 138 Look at the Master List of Pupils. Inclusion of the name in the listing of enrolled pupils.	5 minutes	Teacher in-Charge	Form 138
	●	Report to the Teacher in-Charge on the first day of classes	Delivery of instruction			

FRONTLINE SERVICES	STEPS	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORMS
B. For Transferees	●	Inform the Guard	Get Visitors ID Give a Visitor's Pass Direct the Client	2 minutes	Guard on Duty	Visitors Pass
	●	Go to Guidance Coordinator	Give an Appointment Number	2 minutes	Robert Ocampo	Appointment Number
	●	Proceed to the Guidance Office	Get/Evaluate the Credentials Give Diagnostic Test Refer to Grade Leader Concern	5 minutes	Mrs. Janet Gaevarra	
	●	Proceed to the Registration Committee at the Lobby Submit F-138 and NSO authenticated Birth Certificate	Get the Form 138 Birth Certificate Inclusion of the name in the listing of enrolled pupils	5 Minutes	Teacher-in-Charge	Form 138 Birth Certificate
	●	Report to the Teacher-in-Charge on the first day of classes	Delivery of instruction			

FRONTLINE SERVICES	STEPS	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORMS
C. For Grade One	●	Inform the Guard	Get Visitor's ID Give a Visitor's Pass Direct the Client	2 minutes	Guard on Duty	Visitors Pass
	●	Bring Pre-School F-138 and NSO authenticated Birth Certificate. Proceed to the Registration Committee at the Lobby	Get the Birth Cert. Inclusion of the name in the listing of enrolled pupils.	5 minutes	Teacher in Charge	Form 138 Birth Certificate
	●	Proceed to SReYA Administration	Give SReYA Test	20 Minutes	Teacher in Charge	
	●	Proceed to the Clinic	Give Physical Examination /Dental	25 Minutes	School Nurse and Dentist	
	●	Proceed to the Teacher in Charge on the first day of classes	Delivery of instruction			

CITIZEN'S CHARTER

FRONTLINE SERVICES	STEPS	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORMS
7. Transfer - Out	●	Inform the Guard	Get Visitors ID Give a Visitor's Pass Direct the Client	2 minutes	Guard on Duty	Visitors Pass
	●	Request for appointment with the teacher-adviser of the pupil for transferred out	Issue Appointment Slip	2 minutes	Robert Ocampo	Appointment Slip
	●	Submit filled-up appointment slip to Guidance	Give Schedule for the returning of school properties to the teacher-adviser	3 minutes	Guidance Teacher	
	●	Return school properties and work out for clearance	Receive school properties Sign pupil's Clearance form school accountabilities	5 minutes	Teacher concern	Clearance Form 138
	●	Get Pupil's Form 138 /Good Moral Certification	Issue Certificate of School Attendance and Good Moral	5 minutes	Robert Ocampo	Certificate

REQUIREMENTS FOR...

MATERNITY LEAVE

1. Letter of Request
2. Duly accomplished Form 6, Form 41
3. Clearance
4. Last day of service

PERSONAL LEAVE

1. Personal letter of explanation
2. Duly accomplished Form 6
3. Clearance
4. Last day of service

SICK LEAVE

1. Letter of Request
2. Medical Certificate
3. Duly accomplished Form 6
4. Clearance
5. Last day of service

RETURN TO SERVICE

1. Letter to return to service
2. Form 211
3. First day of service
4. Birth Certificate with Registry No.
(for Maternity Leave)

FRONTLINE SERVICES	STEPS	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORMS
8. Teacher-Applicant	●	Inform the Guard	Get Visitors ID Give a Visitor's Pass Direct the Client	2 minutes	Guard on Duty	Visitors Pass
	●	Submit the needed documents to the Principal's Office	Receive Application Letter/Credentials/ Documents/Evaluate the Documents	10 minutes	Neison De gatin	
	●	Proceed to the Principal's Office	Interview Re-evaluate Documents	10 minutes	School Principal	
			Give schedule for interview and Proficiency Test by the School Screening Committee			
			Set a schedule for Demonstration			
	●	Report back to school on the scheduled interview;test and demo-teaching	Conduct the scheduled examination Rank applicants and recommend applicants fitted for possible hiring to DepEd Makati			
	●	Undergo interview /Written Proficiency test by the Division Screening Committee	SDS Dominico C. Manan Interview /Conduct			
	●	Take the Division Competitive Exam if passed the Interview and Pre-exam	Conduct Division Competitive Exam.			