



### Administrative Division Frontline Services

Type of Frontline Service	Client/Requesting Party	Documentary Requirement	Step/Procedure	Forms to Fill up	Fees	Processing Time	Office/Person Responsible
Study Leave	DepeED Officials, Teachers, Personnel	<ol style="list-style-type: none"> <li>At least 7 yrs. in service</li> <li>Recommendation from the Superintendent</li> <li>Study Leave Agreement</li> <li>Schedule of Study leave</li> <li>Form 6</li> <li>Updated Service Record</li> <li>Performance Rating</li> <li>School/Division Clearances</li> <li>Medical Certificate</li> </ol>	<ol style="list-style-type: none"> <li>Receive documents from the Records Section</li> <li>Assess/Evaluate documents as to the completeness of requirements</li> <li>Take appropriate action</li> <li>Forward to Chief Administrative Officer for initial</li> <li>Forward docs to ARD/RD for approval or disapproval</li> </ol>	None	None	10 minutes	Personnel Section <ul style="list-style-type: none"> <li>Nimfa</li> <li>Marichu</li> </ul>
Retirement	DepeED Officials, Teachers, Personnel	<ol style="list-style-type: none"> <li>Duly accomplished application</li> <li>Clearances/ Declaration of Pendency/ Non-Pendency of Case (School/Division/ Ombudsman)</li> <li>Updated Service Record</li> <li>Certificate of Last Payment</li> <li>Certification of No Pending Administrative Case from the Legal Unit</li> <li>Indorsement from the Superintendent</li> </ol>	<ol style="list-style-type: none"> <li>Receive documents from the Records Section</li> <li>Assess/Evaluate documents as to the completeness of requirements</li> <li>Take appropriate action</li> <li>Forward to Chief Administrative Officer for initial</li> <li>Forward docs to ARD/RD for approval or disapproval</li> </ol>	None	None	10 minutes	Personnel Section <ul style="list-style-type: none"> <li>Nimfa</li> <li>Marichu</li> <li>Geleen</li> </ul>
Authority to Travel Abroad (Vacation/Sick Leave, Official Business/Time)	DepED Officials, Teachers, Personnel	<u>(For Vacation/Sick Leave)</u> <ol style="list-style-type: none"> <li>Recommendation from the Superintendent</li> <li>Letter of the requesting personnel</li> <li>School/Division Clearances</li> <li>Medical Certificate (Sick Leave)</li> <li>Form 6</li> </ol>	<ol style="list-style-type: none"> <li>Receive documents from the Records Section</li> <li>Assess/Evaluate documents as to the completeness of requirements</li> <li>Take appropriate action</li> <li>Forward to Chief Admin.</li> </ol>	None	None	10 minutes	Personnel Section <ul style="list-style-type: none"> <li>Nimfa</li> <li>Marichu</li> <li>Geleen</li> </ul>





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		(For OB/OT) 1. Received by the Regional Office at least 30 days before departure per D.O. no. 43, s. 2014 2. Recommendation from the Superintendent 3. Duly filled-up/signed Travel Authority Request Form A 4. Invitation/Memo/Order in relation to the travel abroad	Officer for initial 5. Forward docs to ARD/RD for approval/disapproval				
Equivalent Record Form (ERF)	Teachers	1. Official TOR for Masteral Units 2. Updated Service Record 3. Performance Rating 4. Seminars Attended 5. Indorsement from the Superintendent	1. Receive documents from the Records Section 2. Assess/Evaluate documents as to the completeness of requirements 3. Take appropriate action 4. Forward to Chief Administrative Officer for initial 5. Forward docs to ARD/RD for approval	None	None	10 minutes	Personnel Section • Nimfa
Terminal Leave Benefit	DepED Officials, Retired Teachers	Three (3) authenticated copies of the following documents: 1. Approved Application for Terminal Leave/ CSC Form 6 2. Certificate of Last Payment 3. Complete Service Record 4. Certificate of Leave of Absences and T/L Computation 5. Certification on the Conversion of VL/SL (that no payment of PVP was made) 6. Statement of Vacation/Sick Leave Credits (Certified by the HRMO) 7. Certificate of Highest Salary	1. Receive documents from the Records Section 2. Assess/Evaluate documents as to the completeness of requirements 3. Take appropriate action 4. Forward to Chief Administrative Officer for initial 5. Forward docs to RD for signature. 6. Forward docs to Records Section for release to Finance Division	None	None	1-3 days	Personnel Section • Nimfa • Marichu • Geleen





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		<p>Received from the Personnel Section of DepED-RO</p> <ol style="list-style-type: none"><li>8. Memo to BFDRO for the Commutation of the Money Value of the Accumulated Leave Credits</li><li>9. Clearance from Money and Property Accountabilities from District and DO</li><li>10. Clearance/Approval from GSIS</li><li>11. Copy of Last Appointment/CSC Appointment</li><li>12. Statement of Assets, Liabilities and Networth (SALN)</li><li>13. Latest NOSI/NOSA</li><li>14. PSIPOP (Plantilla)</li><li>15. Original Leave Card</li><li>16. Copy of GSIS Application for Retirement and Other Social Insurance Benefits</li><li>17. Approved Letter of Intent to Retire</li><li>18. NSO Marriage Certificate for Change of Name of married women</li><li>19. Special Order (if any)</li></ol> <p><b>For Superintendents only</b></p> <ol style="list-style-type: none"><li>20. Clearance from DepED Regional Office and DepED Central Office</li></ol> <p><b>Additional Requirements in case of death claim:</b></p> <ol style="list-style-type: none"><li>21. Decision/Designation of Beneficiaries from the Legal Unit-RO</li><li>22. Affidavit of Next of Kin/Legal</li></ol>				
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		Heirs 23. Marriage Contract 24. Death Certificate 25. Birth Certificate of Beneficiaries 26. GSIS Application for Survivorship 27. Waiver of Rights(Optional)					
Reclassification/ Upgrading	Teachers	1. Recommendation from the Superintendent 2. Performance Rating (3Consecutive Rating Period) 3. Updated Service Record 4. Personal Data Sheet (PDS) 5. Position Description Form(PDF) 6. Ranklist 7. Photo copy of latest approved Appointment 8. Photocopy of Post- audited Plantilla of Personnel	1. Receive documents from the Records Section 2. Assess/Evaluate documents to the completeness of requirements 3. Prepare transmittal to DBM 4. <b>Forward docs to RD's Office</b> for signature 5. Forward to Records Section /Finance Division for release to DBM	None	None	1-2 days	Personnel Section <ul style="list-style-type: none"> <li>• Angie</li> <li>• Nimfa</li> <li>• Marichu</li> <li>• Geleen</li> </ul>
Request for Transfer Assignment/Station	Teachers, Personnel	1. Recommendation from the Superintendent 2. Letter-request of the requesting teacher/personnel	1. Receive documents from the Records Section 2. Assess/Evaluate documents as to the completeness of requirements 3. Forward to CAO for initial 4. Forward documents to the Office of the RD/ARD for signature	None	None	10 minutes	Administrative Division <ul style="list-style-type: none"> <li>• Liza</li> </ul> Personnel Section <ul style="list-style-type: none"> <li>• Nimfa</li> <li>• Geleen</li> <li>• Beng</li> <li>• Marichu</li> </ul>
Certification of Last Payment (CLP) for Retirement/Deceased/ Resigned/Transfer of Assignment/Station	DepEd Officials, Teachers, Personnel	1. Indorsement/Letter from the Division for CLP 2. Latest Service Record (duly signed) 3. Notice of Salary Increment (NOSI)	1. Receive documents from the Records Section 2. Assess/Evaluate documents as to the completeness of requirements 3. Take appropriate action (deletion/inactivation in the Payroll system)	None	If there is an overpayment of salary, the person concerned must settle/pay	10 minutes	Payroll Services <ul style="list-style-type: none"> <li>• Beng</li> <li>• Michelle</li> <li>• Warren</li> <li>• Jacky</li> <li>• Genevieve</li> <li>• Kenneth</li> <li>• John</li> </ul>





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			<ol style="list-style-type: none"> <li>4. Prepare CLP</li> <li>5. Forward to CAO for signature</li> <li>6. Return to Schools Division Office concerned for processing of Clearances, etc.</li> </ol>		the over-payment before the issuance of CLP		<ul style="list-style-type: none"> <li>• Riel</li> <li>• CAO</li> </ul>
Request for Stoppage of Insurances	DepEd Officials, Teachers, Personnel	<ol style="list-style-type: none"> <li>1. Letter-request of the requesting Personnel</li> <li>2. Photocopies of DepEd ID and recent payslip</li> </ol>	<ol style="list-style-type: none"> <li>1. Receive by the division-in-charge in the Payroll Services</li> <li>2. Check documents as to the completeness of requirements</li> <li>3. For deletion to regular payroll every on-line of the payroll system only</li> </ol>	None	None	<p>Every on-line of the payroll system</p> <p>(Last week of the month to First week of succeeding month)</p>	<p>Michelle</p> <ul style="list-style-type: none"> <li>• Batangas</li> <li>• Batangas City</li> <li>• Lipa City</li> </ul> <p>Erick John</p> <ul style="list-style-type: none"> <li>• Dasmariñas City</li> <li>• Tagaytay City</li> <li>• Trece Martires City</li> </ul> <p>Jacky</p> <ul style="list-style-type: none"> <li>• Laguna</li> <li>• Rizal</li> <li>• Antipolo City</li> </ul> <p>Kenneth</p> <ul style="list-style-type: none"> <li>• Calamba City</li> <li>• San Pablo City</li> <li>• Sta. Rosa City</li> </ul> <p>Riell</p> <ul style="list-style-type: none"> <li>• Quezon</li> <li>• Lucena City</li> </ul> <p>Genevieve</p> <ul style="list-style-type: none"> <li>• Cavite City</li> <li>• Tanauan City</li> </ul>





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							<ul style="list-style-type: none"> <li>Tayabas City</li> </ul> Warren <ul style="list-style-type: none"> <li>Cavite Province</li> </ul>
<p><b>Request for Stoppage/Deletion of Accredited PLI Loans</b></p>	DepEd Officials, Teachers, Personnel	<ol style="list-style-type: none"> <li>Letter-request for the stoppage/deletion of loans with valid/justifiable reason/s</li> <li>Photocopies of DepEd ID and recent Payslip (at least 3 copies)</li> </ol>	<ol style="list-style-type: none"> <li>Receive at the Payroll Services</li> <li>Check documents as to the completeness of requirements</li> <li>Take appropriate action</li> <li>Forward to CAO for initial/signature or to RD for signature(signatory varies depending on the gravity of the request)</li> </ol>	None	None	10 minutes	<ul style="list-style-type: none"> <li>Genevieve</li> <li>CAO</li> </ul>

**Noted:**

**Ann GERALYN T. PELIAS**  
 Chief Administrative Officer

