



### Curriculum and Learning Management Division Frontline Services

Type of Frontline Service	Client/Requesting Party	Documentary Requirement	Step/Procedure	Forms to Fill up	Fees	Processing Time	Office/Person Responsible
Request for a copy of the K to 12 Basic Education Curriculum	<ul style="list-style-type: none"> <li>Private School Owners/Administrators</li> <li>Parents</li> <li>Teachers</li> <li>School Heads</li> <li>NGO</li> </ul>	<ul style="list-style-type: none"> <li>Letter of Request/CLMD Request Form</li> </ul>	<ol style="list-style-type: none"> <li>Submit the letter of Request/CLMD Request Form</li> <li>The requesting party will be allowed to bring the requested copy outside the office to be photocopied and returned within the day</li> </ol>	CLMD Form 1	None	Within the day.	Education Program Supervisor per learning area/ Office Clerk
Guidelines/Memorandum/DepED Order on different Issues and Concern in Education especially in the implementation of the curriculum (time allotment for the different learning areas, grading system, selection of honor students, Kindergarten, Senior High School)	<ul style="list-style-type: none"> <li>Private School Owners/Administrators</li> <li>Parents</li> <li>Teachers</li> <li>School Heads</li> <li>NGO</li> </ul>	<ul style="list-style-type: none"> <li>Letter of Request/CLMD Request Form</li> </ul>	<ol style="list-style-type: none"> <li>Submit the letter of Request/CLMD Request Form</li> <li>The requesting party will be allowed to bring the requested copy outside the office to be photocopied and returned within the day.</li> </ol>	CLMD Form 1	None	Within the day.	EPS concerned with the assistance of the clerk
Inquiry on the Existing Policy on Field Trips, Assignments, Report Card, Special Education and other Special Programs	<ul style="list-style-type: none"> <li>Private School Owners/Administrators</li> <li>Parents</li> <li>Teachers</li> <li>School Heads</li> <li>NGO</li> </ul>	<ul style="list-style-type: none"> <li>Letter of Request/CLMD Request Form</li> </ul>	<ol style="list-style-type: none"> <li>Submit the letter of Request/CLMD Request Form</li> <li>The requesting party will be allowed to bring the requested copy outside the office to be photocopied and returned within the day.</li> </ol>	CLMD Form 1	None	It depends on the availability of the documents or data requested.	EPS Concerned with the assistance of the clerk





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**

Gate 2, Karangalan Village, Cainta Rizal



			(Inquiry could be done through phone calls with proper identification.)				
Copy of the List of Schools Offering Special Programs (SPED Centers, Special Science Elementary School, SPA, SPS, Science and Technology Engineering Schools, Regional Science High School, Tech-Voc School)	<ul style="list-style-type: none"> <li>Private School Owners/Administrators</li> <li>Parents</li> <li>Teachers</li> <li>School Heads</li> <li>NGO</li> </ul>	<ul style="list-style-type: none"> <li>Letter of Request/CLMD Request Form</li> </ul>	<ol style="list-style-type: none"> <li>Submit the letter of Request/CLMD Request Form</li> <li>The requesting party will be allowed to bring the requested copy outside the office to be photocopied and returned within the day.</li> </ol>	CLMD Form 1	None	It depends on the requesting party.	Education Program Supervisor per learning area. Filing Clerk
Indorsement to be exempted from taking Citizenship Army Training (CAT)	Girl Scout Council Coordinators	<ul style="list-style-type: none"> <li>Recommendation from the Girl Scout Regional Executive Director and letter of Indorsement from the SDS</li> </ul>	<ol style="list-style-type: none"> <li>Submit the documentary requirements to the Regional Office addressed to the Regional Director</li> <li>Documents will be appraised and processed.</li> <li>If found valid, certification on exemption will be signed by the Regional Director</li> </ol>	None	None	1 day	Mrs. Fe V. Enguero

**Noted:**

**Erico M. Habijan**

Chief, CLMD

