



Legal Unit 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 correction of School Records 1. Walk-in applicants 2. Request sent via e-mail from the Division Office	Person concerned Submitted requirements for evaluation	1. Original Birth Certificate from the NSO 2. Original or Certified True copy of Form 137 3. Original or Certified True Copy of Diploma 4. Endorsement from school for correction of school entry/ies or Certification from the school as to the graduation. 5. Letter of request for the correction of school entry/ies by the applicant or by the parent or guardian of Original Affidavit of Discrepancy of the Applicant Addressed to: DIOSDADO M. SAN ANTONIO Director IV 6. Joint Affidavit of two (2) disinterested persons (friends or neighbors, not relatives) 7. NSO Negative Results (discretionary)	1. The requesting party must present his/her documents to the responsible personnel. 2. The responsible person shall receive the documents for evaluation. 3. The responsible person shall evaluate the documents for compliance. 4. If all the documents needed are submitted, the responsible person shall draft the order. 5. The draft shall be referred to the Atty. IV/Special Investigator III for initial. 6. The draft shall be given to the applicant and the latter shall be referred to the office of the signatory for his/her signature. 7. The applicant must give the order to the Records Section for recording and release. 8. For walk-in applicant, the Record Section shall release a copy of the order	None	None	20 minutes	<ul style="list-style-type: none"> • Mency • Shiela





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REGION IV-A CALABARZON
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			to the applicant. For requests via email, the Record Section shall release a copy of the order to the Legal Unit. The Legal Unit shall send via email a copy of the order to the Division Office concerned.				
Filing of Complaints	Complainant	<ol style="list-style-type: none"> Sworn complaint Verification Certification of No Form Shopping 	<ol style="list-style-type: none"> The applicant shall proceed to Records Section for the necessary stamp as to the date of receipt. The applicant must proceed to Legal Unit for the submission of the complaint in duplicate copies. The responsible person shall give instruction/advise as to further process. 	None	None	15 minutes	<ul style="list-style-type: none"> Mency
Filing of Requests for Reconsideration to submit belated application for permit.	Requesting Private School	<ol style="list-style-type: none"> Request for Reconsideration Attachment if any 	<ol style="list-style-type: none"> The applicant shall present and give a copy of the request to the responsible person. The responsible person shall receive the request. The applicant shall be advised as to further process. 	None	None	10 minutes	<ul style="list-style-type: none"> Mency Shiela
Designation of Beneficiaries	Heirs or authorized Representative of deceased personnel	<ol style="list-style-type: none"> Original and authenticated Copies from NSO of the following: <ol style="list-style-type: none"> Death Certificate of the deceased Birth Certificate of the deceased 	<ol style="list-style-type: none"> The applicant shall submit the requirements to the responsible person. The responsible person shall evaluate the requirements submitted. 	None	None	3 days	<ul style="list-style-type: none"> Mency





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		c. Marriage Contract of the deceased d. Birth Certificates of beneficiaries of the deceased e. Marriage Contract of the married beneficiaries f. Death Certificate of death beneficiaries 2. Waiver of the rights of the other beneficiaries in favor or the other/s (optional) 3. Others	3. If the requirements are all submitted, the responsible person shall draft the necessary decision. If the requirements are incomplete, the applicant shall be informed as to the deficiencies and he/she shall be required to submit immediately the requirements. 4. The decision shall be released to the Records Section for them to release the decision to the applicant.				
Request for Indorsement to the SEC by Private Schools.	Private School Compliance	Amendment of Articles of Incorporation and By-Laws 1. Cover Sheet; 2. Reservation Notice (If amendments is for the name of the school); 3. Recently notarized and duly filed Articles of Incorporation; 4. By-Laws; 5. List of Contributions as attested by the Treasurer (Treasurer's Certificate) or Bank Certificate (old); 6. Favorable indorsement from the Schools Division Office which has jurisdiction over the place where the school will operate. 7. Latest General Information Sheet submitted to the Securities and Exchange Commission.	1. The applicant must present his/her requirements to the responsible person. 2. The responsible person shall evaluate the documents and determine if all the requirements are submitted. 3. If all the requirements are submitted, the responsible person shall draft the indorsement. If requirement/s is/are missing, the applicant shall be advised as to the deficiencies and she shall be advised to submit the same immediately. 4. The indorsement shall be released to the Records	None	None	30 minutes	<ul style="list-style-type: none"> • Mency • Shiela





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DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
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			Section. The Records Section shall release the indorsement to the applicant.				
		New School Applicant 1. Cover Sheet; 2. Reservation Notice; 3. Notarized and duly filed Articles of Incorporation 4. By-Laws; 5. List of Contributions as attested by the Treasurer (Treasurer's Certificate) or Bank Certificate; 6. Affidavit of Attestation to be executed by the member of the board of trusted 7. Favorable indorsement from the school Division Office which has jurisdiction over the place where the school will operate.	1. Receive documents for evaluation 2. Determination of compliance 3. Drafting of Indorsement 4. Issuance of indorsement	None	None	30 minutes	<ul style="list-style-type: none"> • Mency • Shiela
Certificate of No Pending Case	DepED Employees for purposes of: a. Travel Abroad b. Retirement c. Resignation d. Transfer	1. Request documents	1. The applicant shall present the request documents to the responsible person. 2. The responsible person shall verify from the Legal Unit database if the applicant has pending administrative case. 3. If the applicant has pending administrative case, the responsible person shall draft the Certification stating the administrative case. If applicant has no pending	None	None	30 minutes	<ul style="list-style-type: none"> • Mency • Shiela





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			administrative case, the responsible person shall draft the certification				
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Noted:

Atty. Anthony A. Wooden
Attorney IV

