



### Quality Assurance Division Frontline Services

| Type of Frontline Service                             | Client/Requesting Party   | Documentary Requirement   | Step/Procedure  | Forms to Fill up   | Fees                  | Processing Time  | Office/Person Responsible  |
|---|---|---|---|--|-----------------------|--|--|
| Application of Permit/Recognition for private schools | <ul style="list-style-type: none"> <li>School Administrator/Principal</li> </ul>                            | <ol style="list-style-type: none"> <li>Checklist for New Permit (1-13)</li> <li>Checklist for Recognition/Permit (1-8)</li> </ol>   | <ol style="list-style-type: none"> <li>Online Submission</li> <li>Evaluate &amp; process the docs.</li> <li>Issuance of Order of Payment if documents are complete.</li> <li>Ocular Inspection/Video Conference (by schedule)</li> <li>Preparation of permit/recognition</li> <li>For signature of Director</li> <li>Records section for release</li> </ol> | <ol style="list-style-type: none"> <li>Application for New Permit</li> <li>Application for Recognition/Renewal Permit</li> </ol> | P2,000.00 + P20 (LRF) | <ol style="list-style-type: none"> <li>30 mins.</li> <li>30 mins.</li> <li>15 mins</li> <li>by schedule</li> <li>3 mins.</li> <li>3 mins.</li> </ol> | Edenia O. Libranda<br>Danilo Ilagan<br>Lourdes Catolico<br>Paz Lungcay<br>Manuel Gibas<br>Elin Garcia<br>Jerome Chavez |
| Establishment of Public Junior HS and Senior HS       | <ul style="list-style-type: none"> <li>Principal</li> <li>Head Teacher</li> <li>OIC</li> <li>TIC</li> </ul> | <ol style="list-style-type: none"> <li>SDS Indorsement</li> <li>Legal Basis</li> <li>Sangguniang Bayan/City Resolution</li> <li>Division Review &amp; Evaluation Committee</li> </ol> | <ol style="list-style-type: none"> <li>Evaluate and process all docs.</li> <li>Forward to RD's for signature</li> <li>Forward to Records Section for release</li> </ol>   | Forms for Establishment of JHS or SHS  | None                  | 20 mins.   | Edenia O. Libranda<br>Danilo Ilagan<br>Lourdes Catolico<br>Paz Lungcay<br>Manuel Gibas<br>Elin Garcia<br>Jerome Chavez |
| Summer Permit   | <ul style="list-style-type: none"> <li>Administrator</li> <li>Principal</li> </ul>                          | <ol style="list-style-type: none"> <li>SDS Indorsement</li> <li>School Calendar</li> <li>Schedule</li> <li>List of Teachers</li> <li>Tuition Fee</li> </ol>                           | - do -  | None   | None                  | 15 mins.   | - do -   |
| Special Order for JHS students                        | <ul style="list-style-type: none"> <li>Administrator</li> <li>Principal</li> </ul>                          | <ol style="list-style-type: none"> <li>Permanent Records from Elem. &amp; Sec.</li> <li>Form 9</li> <li>Enrolment List</li> </ol>   | <ol style="list-style-type: none"> <li>Records Section receive the docs.</li> <li>Evaluate &amp; process the docs.</li> <li>For signature of RD</li> </ol>  | Form 9   | None                  | 15 mins. per student   | Edenia O. Libranda<br>Danilo Ilagan<br>Lourdes Catolico<br>Paz Lungcay<br>Manuel Gibas                                 |





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**  
 Gate 2, Karangalan Village, Cainta Rizal



|  |  |   |                    |      |      |          |                               |
|--|--|---|--------------------|------|------|----------|-------------------------------|
|  |  |   | 4. Records Release |      |      |          | Eliño Garcia<br>Jerome Chavez |
| Selection of Honor students  | <ul style="list-style-type: none"> <li>• Administrator</li> <li>• Principal</li> </ul>   | <ol style="list-style-type: none"> <li>1. Letter request</li> <li>2. Detailed Grades for 8 subjects</li> </ol>                      | - do -             | None | None | 4 hours  | -do-                          |
| Validating, PEPT, Transfer, Subject overload, Diploma translation, and Certification | <ul style="list-style-type: none"> <li>• Administrator</li> <li>• Principal</li> <li>• Registrar</li> <li>• Parents</li> <li>• Guardian</li> </ul> | <ol style="list-style-type: none"> <li>1. Letter request</li> <li>2. Class schedule</li> <li>3. Original Copy of Diploma</li> </ol> | - do -             | None | None | 15 mins. | -do-                          |

**Noted:**

**Edenia O. Libranda**  
 Education Program Supervisor  
 Officer-In-Charge

