REQUEST FOR SERVICE RECORD

Who may avail? All Teaching and Non-Teaching Personnel of Alaminos City Division **Requirements:** Latest pay slip **Service schedule:** Office Hours (8:00 - 12:00; 1:00 - 5:00)

How	v to avail of the service	?				
Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Submit the latest pay slip to the Admin Officer V office	Receive latest pay slip	1 minute	Angelica Jean D. Garcia/ Freddie B. Peralta	None	latest pay slip
2		Update/print the service record	5 minutes	Angelica Jean D. Garcia	None	Service Record
3		Check and sign the service record	2 minutes	Freddie B. Peralta/ Rosalie R. Sarmiento	None	Service Records
1 4	Receive the duly signed ser- vice records	Release the duly signed service record to the client.	1 minute	Angelica Jean D. Garcia	None	Service Record

APPLICATION FOR LEAVE OF ABSENCE

END OF TRANSACTION

ning and Non-Teaching Personnel of Alaminos City Division Who may avail?

Requirements: Maternity Leave

- '. Letter request of the Teacher/Employee concern
- Indorsement of the Principal/School Head 3. Duly accomplished CS Form 6 (Application for Leave)
- 4. Duly accomplished CS Form 41 with P15.00 documentary stamps (Duly signed by **Gov't.** physician) 5. Clearance from the school
- 6. Data of teacher who is to go on Maternity Leave
- Sick Leave/Personal Leave & Vacation Leave (For less than 5 days)
- . Duly accomplished Application for Leave (CS Form 6), signed by the School Head
- Sick Leave, Personal Leave and Vacation Leave (For 5 days or more) . Letter request of the Teacher/Employee concern
- Indorsement of the Principal/School Head Duly accomplished CS Form 6 (Application for Leave)
- a. Medical Certificate for Sick Leave more than 5 days r more than one month. Vacation Leave and Personal Leave of Absence)
- AD. IT SHOULD BE FILED TWO (1) MONTHS BEFORE THE TRAVEL AND SHOULD BE **INDORSED TO THE REGIONAL OFFICE FOR APPROVAL OF THE REGIONAL DIRECTOR**

Service Schedule: Monday – Friday (8:00 – 12:00; 1:00 – 5:00)

How to avail of the service?

			Duration of Activity			
Step	Applicant/Client	Service Provider	(Under Normal Circumstances)	Person In Charge	Fees	Form
1	Submit documents to the Records Section of the Divi- sion Office	Stamp documents as received, record in the record book	Within 2 minutes	Angelica Jean D. Garcia Administrative Aide VI	None	Required documents for application for leave of ab- sences
2	Proceed to the Personnel Sec- tion	Check/Evaluate supporting documents then prepare in- dorsement/ Special Order	Within 10 minutes	Freddie B. Peralta AO IV (Personnel & Records)	None	Required documents for application for leave of ab- sences
3	Proceed to the Administrative Section for countersigning	Check/evaluate/sign/ countersign the documents then forward to the Office of the Schools Division Superintendent for signature/approval	Within 5 minutes	Rosalie R. Sarmiento Administrative Officer V		Required documents for application for leave of ab- sences
4		Approval/Signature by the Schools Division Superinten- dent	1 day	Dr. Danilo C. Sison, CESO VI Schools Division Supt.	None	Required documents for application for leave of ab- sences
5	Receive copy of the duly ap- proved Application for leave of absence	Release/ collates copy of the documents	Within 5 minutes	Angelica Jean D. Garcia Administrative Aide VI	None	Duly approved/signed Ap- plication for leave of Ab- sence
		E	ND OF TRANSACTION			

*FOR TRAVEL ABROAD, TO BE INDORSED TO THE REGIONAL OFFICE FOR APPROVAL OF THE REGIONAL DIRECTOF **APPLICATION FOR RETURN TO DUTY**

Teaching and Non-Teaching Personnel of Alaminos City Division who went on leave

Who may avail? **Requirements:**

- **Maternity Leave** 1.Letter request of the Teacher/Employee concern to return to duty
- 2.Indorsement of the Principal/School Head
- 3.CSC Form #211 with documentary stamp (duly signed by physician) 4.Xerox Copy of certificate of Live Birth of the baby
- Sick Leave/Magna Carta for Women 1.Letter request of the Teacher/Employee concern to return to duty
- 2.Indorsement of the Principal/School Head 3.CSC Form #211 with documentary stamp (duly signed by physician)
- **Personal Leave & Vacation Leave**
- 1.Indorsement of the Principal/School Head 2.Letter request of the Teacher/Employee concern to return to duty

Service schedule: Monday to Friday 8:00 – 12:00; 1:00 – 5:00

Step Applicant/Client		Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Submit application for return to duty with the supporting documents duly indorsed by the School Head	Receive the application for re- turn to duty	2 minutes	Angelica Jean D. Garcia Administrative Aide VI	None	Application for return to duty with supporting docu ments		
2		Prepare Indorsement/Special Order	Within 10 minutes	Freddie B. Peralta AO IV (Personnel & Records)	None			
3		Check/evaluate/review/ countersign documents	5 minutes	Rosalie R. Sarmiento Administrative Officer V	None			
4		Approval/Signature by the Schools Division Superinten- dent	1 day	Dr. Danilo C. Sison, CESO VI Schools Division Superinten- dent	None			
5	Pick-up/Received copy of the duly approved application for return to duty	Release/collates the duly ap- proved application to return to	10 minutes	Angelica Jean D. Garcia Administrative Aide VI	None			

Who may avail? Substitute Teachers

- **Requirements:** 1.Copy of Approved Appointment
- 2.Oath of Office 3.Certificate of 1st day of Actual Service
- 4. Statement of Asset, Liabilities and Net Worth 5.Form 48

Service schedule: Office Hours (8:00 – 12:00; 1:00 – 5:00) How to avail of the service?

Но	w to avail of the serv	vice?				
Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Submit the required Documents to the Accounting Section	Receive the required documents, Prepare vouchers, obligation request and payroll	30 minutes	John Carlo V. Santiago Administrative Assistant III	None	
2		Check availability of allotment, check computations then sign the voucher, ObR and payroll.	10 minutes	Nelson R. Nacar Accountant III	None	
3		Approve/sign the voucher and payroll, instruct the clerk to bring the documents to the Cashier.	1-4 days	Dr. Danilo C. Sison, CESO VI Schools Division Superintendent	None	
4		Receive the vouchers with complete supporting documents	Within 2 minutes	Arlene R. Beniola AO IV(Cash & Property)	None	
5		Review/Verify documents received	Within 10 minutes	Arlene R. Beniola AO IV(Cash & Property)	None	
6		Prepare/sign the cheque and ACIC	Within 30 minutes	Arlene R. Beniola AO IV(Cash & Property)	None	
7		Signing of the cheque and ACIC by the SDS	1 to 4 days	Dr. Danilo C. Sison, CESO VI Schools Division Superintendent	None	
8		Submit the ACIC to the bank	Within 1 hour	Arlene R. Beniola AO IV(Cash & Property)	None	
9		Encash the check on the following day	Within 2 hours	Arlene R. Beniola AO IV(Cash & Property)	None	
10	Sign the payroll, receive the salary/wages	Release salaries	1 to 2 days	Arlene R. Beniola AO IV(Cash & Property)	None	

APPLICATION FOR PROVIDENT FUND LOAN

Requirements

1.Application for loan 2.Payslip

3.Bill of Materials/O.R. (for more than P50,000.00) **Service schedule:** Monday to Friday 8:00 – 12:00; 1:00 – 5:00 How to avail of the service?

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Submit the application letter together with the supporting documents	Receive the documents, check & verify then affix initial	5 minutes	John Carlo V. Santiago <i>Administrative Assistant III</i> (For Provident Fund Loan)	None	
2		Forward to the Administrative Officer for checking and for signature	5 minutes	Rosalie R. Sarmiento Administrative Officer V	None	
3		Forward to the ALS EPS for signature	5 minutes	Joesilin B. Pol EPS II - ALS	None	
4		Forward to the Schools Division Su- perintendent for signature/approval	1 day	Dr. Danilo C. Sison, CESO VI Schools Division Superintendent	None	
5		Forward to the Office of the Records Officer for transmission to the DepEd Regional Office I (For more than Php 50,000-)	3-5 days	John Carlo V. Santiago Administrative Assistant III	None	

APPLICATION FOR CLAIMS

End of Transaction

Who may avail? All Teaching and Non-Teaching Personnel of Alaminos City Division **Requirements:**

Step Increment

- 1.Service Record 2.Latest pay slip
- 3. Copy of appointment of last promotion
- **Terminal Leave Pay**
- 1.Application for payment of Terminal Leave Benefits 2.GSIS Clearance and Voucher of Retirement Pay
- 3.Updated Service Record 4.Clearance 5.Statement of Assets, Liabilities and Net Worth 6.Copy of latest appointment 7.Notice of Salary Adjustment
- 8.Copy of Latest Pay slip

Service schedule: Monday to Friday 8:00 – 12:00; 1:00 – 5:00 How to avail of the services:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Submit the application form together with the supporting documents	Receive the documents/record in the Record Book	5 minutes	Angelica Jean D. Garcia Administrative Aide VI	None	
2		Forward to the Personnel Division for checking and verification of the documents and preparation of oth- er required documents	15 minutes	Freddie B. Peralta AO IV (Personnel & Records)	None	
3		Forward to the Administrative Of- ficer V for further checking and for signature	10 minutes	Rosalie R. Sarmiento Administrative Officer V	None	
4		Forward to the Schools Division Superintendent for signature/ approval	1 day	Dr. Danilo C. Sison, CESO VI Schools Division Superintendent	None	
5		Return to the Office of the Admin- istrative Officer for transmission to the DepEd Regional Office I	1 day	Rosalie R. Sarmiento Administrative Officer V	None	

END OF TRANSACTION

Who may avail? All Teaching and Non-Teaching Personnel of Alaminos City Division **Requirements:**

- 1.Request of Employee/Teacher concern 2.Xerox Copy of Marriage Contract
- 3.Xerox Copy of Appointment (Latest) 4.Indorsement of the School Head/Principal
- **Service Schedule:** Monday to Friday 8:00 12:00; 1:00 5:00
- How to avail of the service?
- StepApplicant/ClientService ProviderDuration of Activity
(Under NormalPerson In ChargeFeesForm

END OF TRANSACTION

Who may avail? All Teaching and Non-Teaching Personnel of Alaminos City Division

We dream of Filipinos

REGION

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.

APPLICATION FOR CHANGE OF NAME AND STATUS



We, the officials and employees of the Department of Education, Division of Alaminos City pledge to:

Serve you promptly, efficiently, and with utmost courtesy;

Ensure strict compliance with service standards;

Respond to your complaint about services as soon as possible;

Value every citizen's comments, suggestions, and needs;

Empower the public through 24/7 access to information on our policies, programs, activities and services;







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.

Feedback and Redress

JULGOUGUUGL

Please let us know how we have served you by doing any of the following:

Send your feedback through e-mail (acdivision@gmail.com) or call us at

Telefax No. (075) 205-00-82; 632-36-71 Talk to our Officer of the Day

If you are not satisfied with our service, your written / verbal complaints shall immediately be attended to by the Officer of the Day at the Public Assistance and Complaints Desk.

THANK YOU for helping us

ENROLMENT AT THE DEPED – ALTERNATIVE LEARNING SYSTEM (ALS)

END OF TRANSACTION

Out-of-School Youth and Adults Who may avail? Schedule of Availability of Service: Year round/continuing

Step	Applicant/Client	Service Provider	Dura (Unde
		Conduct information-dissemination and advocacy efforts in the different barangays and identify prospective learners	V
1	Submit name for inclusion	Record names of applicants	wi
2	Secure schedule of sessions	Schedule the sessions when the min- imum numbers has been reached	Depen minimu
3	Attend sessions	Conduct learning sessions	
4	Attend culminating activity	Conduct culminating activity	

PROVISIONS ON CONTINUING EDUCATION – ACCREDITATION AND EQUIVALENCY SYSTEM (A & E) Who may avail? Out-of-School Youth and Adults

Sc	hedule of Availability of S	ervice:					Submit written application Received Within 10 minutes per	
	 Monday to Friday 8:00 am to 12:00 m 1:00 pm to 5:00 pm Weekend (as per set) 	noon m					 Submit written application with the required documents to the nearest elementary or secondary school head Submit the list of applicants together with their pertinent documents to the Division Sub 	School Screening Committee (SSC) 2.1 Composition Chair: • School Head Members: • Head Teacher for Core and/or Track subjects as needed based on the school's vacancies • Three (3) teachers from the different learning areas as needed based on the school's
Re	quirement/s:						- Committee	vacancies • President or authorized representative of the School Governing Council
Ph	x1 colored ID picture (2pcs) otocopy of Birth Certificate ow to avail of the service?	(BC) or Baptismal Certificate					a. Receives from the School Screening Committee the list of applicants with the	(SGC) or the Parents-Teachers Association (PTA)Chair: • Assistant Schools Division Superintendent (ASDS) Members: • One (1)
	ow to avail of the scivice:						corresponding documents.	Education Program
Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form	b. Verifies the documents submitted by the School Screening Committee as to completeness, accuracy,	Supervisor/Specialist •Division Chapter President ofNAPSSHI or NASSPHIL •Authorized representative of
		Conduct information-dissemination and advocacy efforts in the different barangays and identify prospective learners	3 hours/session	EPS -ALS, LGU Officials, In- structional Managers, ALS Mo- bile Teachers and ALS Coordi- nators			authenticity, and veracity. c. Evaluates applicants based on the criteria set forth in these guidelines. d. Ensures	an accredited or recognized teachers' association, organization, or union • Authorized representative of a
1	Submit duly accomplished enrol- ment form with required docu- ments (e.g. photocopy of certifi- cate of the birth)	Receive enrolment form and docu- ments and assess/evaluate the edu- cational level attained	Within 10 minutes	EPS -ALS, Instructional Man- agers, ALS Mobile Teachers and ALS Coordinators			that applicants are notified at least seven (7) days before the scheduled conduct of evaluation procedures such as Demonstration Teaching, English Proficiency Test, and	duly-accredited or - recognized organization/industry proficient and knowledgeable in the track/learning area needed based on the school's vacancies (not needed for the
2	Undergo assessment/screening test to determine entry level	Conduct assessment/screening test in basic literacy and functional literacy test (situational analysis)	1 hour	EPS (ALS)	None		Interview. Documentary proof of announcements, notifications, and communications shall be kept. e. Reviews and consolidates the results of the individual	evaluation of core subject applicants) • One (1) Regional Education Supervisor as Process Observer
		Identify the entry level attained and group clientele/learners according to their literacy level	within 30 minutes				ratings of applicants based on the scores they obtain in each criterion for evaluation.	
3	Select schedule of classes most convenient	Inform schedule of classes	within 10 minutes	ALS Coordinators Instructional Managers ALS Mobile Teachers	None		f. Prepares separate division- wide RQAs for each core subject and track. g. Sends to each applicant a	
4	Attend sessions	Conduct learning sessions	600 hours	District ALS Coordinator, IM, ALS Mobile Teachers	None		written communication detailing the scores he or she	
5	Undergo A & E Test	Conduct A & E Test	5 hours	Bureau of Alternative Learning System Staff (DepEd Central Office)	None		has received for each evaluation criterion as well as the final overall rating, signed by the Chair	
6	Check result of A & E Test	Post results of A & E Test at the De- pEd Office	within 10 minutes	EPS -ALS, Instructional Man- agers, ALS Mobile Teachers and ALS Coordinators			h. Submits the complete results of the evaluation of applicants, including pertinent records of deliberations to the SDO's Personnel Division.	
7	Attend culminating activity	Conduct culminating activity for the passers and issue certificate of rating cards.	4 hours	SDS, EPS -ALS, LGU Officials, Instructional Managers, ALS Mobile Teachers and ALS Coor-			Receive the list of applicants Within 10 minutes per with the corresponding applicants documents Within 1 description	
				dinators			Review the documents Within 1 to 2 days submitted for completeness, Within 1 to 2 days	
		END OF TH	RANSACTION				accuracy, authenticity and veracity	
		PROVISION OF SPI	ECIAL EDUCAT	ION			Evaluate applicants on Within 1 to 2 days Education Teaching Experience, LET/PBET Rating,	
							Experiential Learning Course and Specialized Training Skills	
		offerently-abled pupils/children	with special needs				6. Conduct interview Within 10 minutes per applicant	
Sche	edule of Availability of Ser	vice: School Year Round					7. Observe and rate Within 1 day	
Requ	uirements: Birth Certifica	oto					demonstration teaching of applicants	
		sical/Psychologist/School Head/	CSWDO				8. Prepare the written Within 3 days English Proficiency Test Within 4 days	
How	to avail of the service?						RECRUITMENT, EVALUATION, SELECTION AND APPOINTMENT OF OT	HER TEACHING, RELATED TEACHING AND

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Submit requirements for assess- ment	Receive and assess documents	within 10 minutes	Teacher-In-Charge	None	
2	Undergo interview with parent/ guardian	Conduct interviews and assess the child's present performance level	within 20 minutes	Teacher-In-Charge	None	
3	Proceed to the designated venue	Accompany the child and parent to the designated venue	within 10 minutes	Teacher-In-Charge	None	
4	Attend classes	Conduct classes		SPED Teacher	None	
		END OF TRAN	ISACTION			

Who may avail of the service?

RECRUITMENT.

Applicant who hold a valid certificate of certification/professional license as teacher from the Professional Regulation Commission (PRC) seeking to be appointed to a Teacher I position

requirements of the evaluation selection applied by the School Division Bonafide resident of a particular barangay, municipality, city or province for at least six months who declared himself/her

resident of a particular barangay, municipality, city or province in the Personal Data Sheet List of candidate who obtained an overall score of fifty (50) points and above based on the criteria provided in the hiring gu

lines during the evaluation and screening by a School Division Schedule of Availability of Service January 15 to March 15 - Filing of application March 16-31

Interview of applicants Ranking of applicants Submission of Rank List to the Schools Division Superintendent to be posted in conspicuous places

Requirements for Applicants: Applicant letter

April 1-15

April 16-30

CSC Form 212 (revised 2005) in 2 copies with the latest 2x2 ID picture with name tag Certified photocopy of the PRC Certificate of Registration/License Certified photocopy of ratings obtained in the Licensure Examination for Teachers/Professional Board Examination for Tea Certified copies of Transcript of Records for baccalaureate course Copies of the service record, performance rating and school clearance for those with teaching experience Certificate of specialized training, if any

uration of Activit der Normal Circu Person In Charge within 2 hours within 30 minutes pends on attainment of imum number required Barangay official concerned None Mobile Teache 800 hours District ALS Coordinators Instructional Managers 4 hours

RECRUITMENT, EVALUATION, SELECTION AND APPOINTMENT OF TEACHER POSITION FOR SENIOR HIGH SCHOOLS

Applicant who hold a valid certificate of certification/professional license as teacher from the Professional Regulation Commission (PRC) seeking to be appointed to a Teacher I position Qualified applicant who is with a valid professional license issued by the Professional Regulation Commission and who meets the requirements of the evaluation selection applied by the School Division Bonafide resident of a particular barangay, municipality, city or province for at least six months who declared himself/herself as a resident of a particular barangay, municipality, city or province in the Personal Data Sheet List of candidate who obtained an overall score of fifty (50) points and above based on the criteria provided in the hiring guidelines

Requirements for Applicants:

Applicant/Client

Applicant letter

Who may avail of the service?

CSC Form 212 (revised 2005) in 2 copies with the latest 2x2 ID picture with name tag

Certified photocopy of the PRC Certificate of Registration/License d photocopy of ratings obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring

Duration of Acti

(Under Normal

Person In Cha

Certified copies of Transcript of Records for baccalaureate course Copies of the service record, performance rating and school clearance for those with teaching experience

Certificate of specialized training, if any ertified photocopy of Trainers Methodology Certificate (TMC), if available

during the evaluation and screening by a School Division

Certification of Proficiency/Recognition from recognized and respectable relevant as

Service Provider

EVALUATION, SELECTION AND APPOINTMENT OF TEACHER I POSITION IN PUBLIC ELEMENTARY AND **JUNIOR HIGH SCHOOLS**

Qualified applicant who is with a valid professional license issued by the Professional Regulation Commission and who meets the

NON-TEACHING PERSONNEL

Who may avail of the service? Guidance Coordinators and other teaching and related teaching personnel except School Heads – Principals and Head Teachers; and all Non-Teaching Personnel

Fees: None Requirements for Applicants:

Copies of performance ratings for the last three rating periods

Certification of experience/s related to the position to be filled Certified photocopy of outstanding accomplishments

Outstanding Employee Award Innovations

Publications/Authorship

Consultancy/Resource Speaker in Trainings/Seminars Certified photocopy of Transcript of Records

ertificate of trainings in education

Certificate of Specialized Training like Journalism, Sports, Music & Arts, Theater Arts, ICT, Multi- grade Teaching Certificate of Participation as Chairperson/Co-chair in a technical/planning committee

How to avail of the service?

erself as a	Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
guide-		Watch for published vacant positions in the CSC Bulletin	1. Published vacant positions in the Civil Service Commission (CSC) Bulletin of vacancies or other modes of publication in the DepEd Office	Within 10 minutes per pupils	Human Resource Management Officer/ Personnel Officer		
			2. Announce vacant positions to be filled in at least 3 conspicuous places in the DepEd offices or schools	10 calendar days			
			3. List of applicants for the vacant position both				
			inside and outside of DepEd offices/ schools				
			4. Prepare selection line-up reflecting the qualifications of all applicants				
eachers			5. Post selection line- up in 3 conspicuous places in the DepEd offices / schools indicating the date of posting	10 calendar days			
Seachers			6. Notify all applicants of the outcome of the preliminary evaluation				
			7. Submit the selection line-up to the Personnel Selection Board / Committee for deliberation en banc				