



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF CALAMBA CITY

1. Acceptance of Employment Application (Teaching & Non-Teaching)

Any individual with interest in applying for a position in DepEd, and that is qualified for the position may submit his/her following credentials and other requirements.

Office or Division:	Personnel Section		
Classification:	Simple		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	Any person who is eligible to the position		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter of intent addressed to the Head of Office or highest Human Resource Officer		Applicant	
2. Duly accomplished CSC Form 212 with the latest 2x2 ID picture (3 original copies)		CSC Website	
3. Photocopy of valid and updated PRC license /ID, if applicable		Applicant	
4. Photocopy of Certificate of Eligibility/ Report of Rating , if applicable		PRC/ CSC	
5. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees, if available		School/s attended	
6. Photocopy of Certificate/s of Training, if applicable		Applicant	
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed service record, whichever is applicable		Previous employers	



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8. Photocopy of latest appointment		Applicant		
9. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable		Applicant		
10. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form.				
11. Other documents: Means of verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development reckoned from the date of last issuance of appointment.				
12. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item (9) is not relevant to the position to be filled.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete pertinent documents to the Records Section	1.1 Stamp Receive, issue a receiving copy, and forward the pertinent documents to the Personnel Section	None	10 minutes	Records Officer / ADA VI



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	1.2 Check completeness of documents submitted	None	10 minutes	Records Officer/ ADA VI
	1.3 Receive application from Records Section	None	10 minutes	Administrative Assistant III/ Administrative Aide VI
	1.4 Check in the database if the applicants answer the online registration (bit.ly/CALAMBA CITYVACANCIES)	None	10 minutes	Administrative Assistant III/ Administrative Aide VI
TOTAL:		None	40 minutes	



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2. Processing of Terminal Leave Benefits

Terminal leave pay refers to the payment in cash value of an employee. It includes resignation, retirement and separation from the service. Based on Budget Circular No. 2016-2, dated March 29, 2016. Pursuant to Section 40 of CSC MC No.14, Terminal Leave Benefits (TLB) payment is based on accumulated leave credits during the service and the computation depends on the highest salary received.

Office or Division:	Personnel Section		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government		
Who may avail:	All non-teaching and teaching related who accumulated leave credits		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application for Terminal Leave (CSC Form 6) (2 copies)		School/ District Office/ SDO- Records Personnel applying for Terminal Benefits Claim	
2. Copy of Last Appointment / CSC Appointment (2 copies)			
3. Approved Intent letter to Retire/ Resign (2 copies)			
4. Statement of Assets Liabilities and Net worth (SALN) as of the last day of service (2 copies)			
5. Latest NOSI/ NOSA (2 copies)			
6. PSA Marriage Certificate for change of name of married women (2 copies)			
7. Accomplished Division Clearance (2 copies)			
8. Certificate of Last Payment (2 copies)			



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9. Copy of GSIS Application for retirement (2 copies)	
10. Complete Service Record (2 copies)	Personnel Section
11. PSIPOP (Plantilla) (2 copies)	Personnel Section
12. Certificate of Leave of Absence & T/L Computation (2 copies)	Personnel Section
13. Certification on the conversion of VL/ SL (that no payment PVP was made) (2 copies)	Personnel Section
14. Statement of Vacation/ Sick Leave Credits (certified by the HRMO) (2 copies)	Personnel Section
15. Certificate of Highest Salary Received (2 copies)	Personnel Section
16. Original Leave Card (1 copy)	Personnel Section
17. Clearance/ Approval from GSIS (2 copies)	GSIS
18. Approved Ombudsman Clearance	Ombudsman
19. Certificate of No Pending Administrative Case	Division Legal Office or Regional Legal Office
20. Additional Requirements for SDS Only 1. Clearance from DepEd Regional Office	
21. Additional Requirements in case of death claim a. Decision /Designation of Beneficiaries b. Affidavit of Next Kin/Legal Heirs c. PSA Marriage Contract d. PSA Death Certificate e. PSA Birth Certificate of Beneficiaries	



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f. GSIS Application for Survivorship g. Waiver of Rights (optional)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Pertinent documents	1.1 Receives complete and properly fill-out the documents and encodes the information from the Route Slip in the Data Tracking System	None	30 mins	Administrative Assistant III (Windows 1-4) Records Section
	1.1 Records in the Inter- Office Document Transmittal Form and forwards the document to Personnel DTS user	None	30 mins	Administrative Aide VI (Records Section)
	1.2 Checks for correctness and completeness of Pertinent Papers and Encodes the information in the database for Terminal Leave Benefits Claim	None	1 hour	Administrative Assistant III
	1.3 Updates leave card. As validated from the service record and write the ending balance to CSC Form 6 (Leave Form)	None	1 hour	Administrative Assistant III



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	1.4 Prepares certificate of leave of absences, certification on the conversion of VL/SL (if teaching) Statement of vacation and sick leave credits, Certificate of highest salary received	None	1 day	Administrative Officer II/ Administrative Officer IV
	1.5 Signs CSC Form 6, certificate of leave of absences, certification on the conversion of VL/SL (if teaching) Statement of vacation and sick leave credits, Certificate of highest salary received	None	15 minutes	Administrative Officer II/ Administrative Officer IV
	1.6 Forwards the Pertinent Documents to the Administrative Officer V for recommendation and approval of the Schools Division Superintendent	None	1 day	Administrative Officer II/ Administrative Officer IV
	1.7 Signs documents and indorsement letter	None	1 day	Schools Division Superintendent



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	1.8 Receives signed endorsement letter and pertinent papers from Schools Division Superintendent for recording	None	30 minutes	Administrative Officer II
	1.10 Forwards approved endorsement and pertinent documents to the Records Section for release to Regional Office	None	1 hour	Administrative Aide VI
TOTAL:		None	3 days, 4 hours and 45 minutes	



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3. Issuance of Foreign Travel Authority - Official

Processing of required documents for DepEd personnel who are going to travel outside the country for personal and official purposes.

Office or Division:	Personnel Unit
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All teaching and non-teaching personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Application for DepEd Permit to Operate/ Recognition	
1. Letter of Intent (1 original copy)	Personnel Applying for Foreign Travel
2. Clearance from School custodian/school head of requesting party and Division Clearance (1 original copy)	School Property Custodian
3. Designation of relieving teacher/employee in their absence (1 original copy)	Personnel Applying for Foreign Travel
4. Indorsement from the School Head (1 original copy)	School Head or Immediate Head
5. Certification of No Pending Administrative Case (1 original copy)	SDO/ DO
6. Annex D Travel Authority DepEd Order 043, s. 2022 (1 original copy)	SDO/ DO
7. Certification of School Head that the Teacher has no scheduled Training/Seminars (summer & Christmas vacation only) (1 original copy)	School Head



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8. CSC Leave Form (Form 6) (1 original copy)		Requesting Party		
9. Invitation (1 original copy) Estimated Travel Cost (1 copy) Complete Staff Work (1 copy) Itinerary (1 copy)		Requesting Party		
10. Certification of Cash Advance (If applicable)		Accounting Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Pertinent Documents	1.1 Checks for correctness and completeness of Pertinent Papers and Encodes the information in the database for Travel Abroad.	None	30 minutes	Records Section Person in charge
2. Route the clearance for the signature of the authorized officials.	2.1 Supply and Property Procurement and Management Services	None	30 minutes	Administrative Officer IV-Supply Officer
	2.2 Information Communication Technology (ICT)	None	30 minutes	Information Technology Officer I
	2.3 Human Resource Welfare & Assistance	None	30 minutes	Administrative Officer IV
	2.4 SGOD-Planning	None	30 minutes	Planning Officer III



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	2.5 Admin Section	None	30 minutes	Administrative Officer V
	2.6 Library Services	None	30 minutes	EPS-LRMDS
	2.7 Accounting Section	None	30 minutes	Accountant III
	2.8 Cash	None	30 minutes	Administrative Officer IV
	2.9 Scholarship	None	30 minutes	Assistant Schools Division Superintendent
	2.10 Certificate of No Pending Case	None	1 day	Legal Unit
	2.11 Receives complete and properly fill out the documents from Records Section with signed transmittal form. Accept and encodes the information from Data Tracking System.	None	10 minutes	Personnel Unit - Person in charge
	2.12 Processing of leave to indicate the total number of leave credits balance.	None	15 minutes	Administrative Aide VI
	2.13 Preparation of indorsement	None	15 minutes	Administrative Officer IV
	2.14 Affixes signature on the Division Clearance and sign indorsement for Travel Abroad	None	1 day	Assistant Schools Division Superintendent/ Schools Division Superintendent



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	2.15 Received signed indorsement letter from SDS	None	15 minutes	Personnel Unit- Person in charge
	2.16 Forwards signed documents and update in Document Tracking System to Records Section for submission to Regional Office.	None	15 minutes	Personnel Unit-Person in charge
	2.17 Forwards approved indorsement for Travel Abroad to the Records Section from Regional Office	None	30 minutes	Administrative Aide VI
TOTAL:		None	2 days, 6 hours, 35 minutes	



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4. Foreign Travel Authority – Personal

Processing of required documents for DepEd personnel who are going to travel outside the country for personal purposes.

Office or Division:	Personnel Section
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All teaching and non-teaching personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent (1 original copy)	Personnel Applying for Foreign Travel
Clearance from School custodian/school head of requesting party and Division Clearance (1 original copy)	School Property Custodian
Designation of relieving employee in their absence (1 original copy)	Personnel Applying for Foreign Travel
Indorsement from the Immediate Head (1 original copy)	Immediate Head
Certification of No Pending Administrative Case (1 original copy)	SDO/ DO
Annex A Travel Authority DepEd Order 043, s. 2022 (1 original copy)	SDO/ DO
Certification of School Head that the Teacher has no scheduled Training/Seminars (summer & christmas vacation only) (1 original copy)	School Head
CSC Leave Form (Form 6) (1 original copy)	Requesting Party



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Pertinent Documents	Checks for correctness and completeness of Pertinent Papers and Encodes the information in the database for Travel Abroad.	None	30 minutes	Records Section - Person in charge
Route the clearance for signature of the authorized officials.	Supply and Property Procurement and Management Services	None	30 minutes	Administrative Officer IV-Supply Officer
	Information Communication Technology (ICT)	None	30 minutes	Information Technology Officer I
	Human Resource Welfare & Assistance	None	30 minutes	Administrative Officer IV
	SGOD-Planning	None	30 minutes	Planning Officer III
	Admin Section	None	30 minutes	Administrative Officer V
	Library Services	None	30 minutes	EPS-LRMDS
	Accounting Section	None	30 minutes	Accountant III
	Cash	None	30 minutes	Administrative Officer IV
	Scholarship	None	30 minutes	Assistant Schools Division Superintendent



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	Certificate of No Pending Case	None	1 day	Legal Unit
	Receives complete and properly fill out the documents from Records Section with signed transmittal form. Accept and encodes the information from Data Tracking System.	None	10 minutes	Personnel Unit - Person in charge
	Processing of leave to indicate the total number of leave credits balance.	None	15 minutes	Administrative Aide VI
	Preparation of indorsement	None	15 minutes	Administrative Officer IV
	Affixes signature on the Division Clearance and sign indorsement for Travel Abroad	None	1 day	Assistant Schools Division Superintendent/Schools Division Superintendent
	Received signed indorsement letter from SDS	None	15 minutes	Personnel Unit-Person in charge
	Forwards signed documents and update in Document Tracking System to Records Section for submission to Regional Office.	None	15 minutes	Personnel Unit-Person in charge
	Forwards approved indorsement for Travel Abroad to the Records	None	30 minutes	Administrative Aide VI



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	Section from Regional Office.			
TOTAL:		None	2 days, 6 hours, 35 minutes	



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5. Application Equivalent Records Form (ERF)

The procedure in leveling and upgrading teaching positions

Office or Division:	Personnel Section			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All qualified personnel in upgrading and reclassifying their position through their education and training			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Recommendation/Indorsement from the School Head		School		
2. Duly Filled-up ERF Application (3 copies)		Client		
3. Updated Service Record (1 copy)				
4. Original Certification of Services Rendered from the Private Schools (1 copy)				
5. Original Transcript of Records for Master’s/ Doctoral Program (1 copy)				
6. Certification, Authentication and Verification (CAV) issued by CHED(1 copy)				
7. Original Copy of Seminars/Training attended (if not MA Graduate) (1 copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



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1. Submits Pertinent documents	1.1 Receives complete and properly fill-out the documents and encodes the information from the Route Slip in the Data Tracking System	None	20 mins.	Administrative Aide VI
	1.2 Records in the Inter-Office Document Transmittal Form and forwards the document to Personnel DTS user	None	10 mins	Administrative Aide VI
	1.3 Processes Equivalent Record Form ERF) based on the evaluation of Transcript of Records, Service Record and Trainings attended.	None	1 hour	Administrative Assistant III
	1.4 Affix signature on the ERF and prepares indorsement then forwards to the Administrative Officer IV for initial	None	30 mins	Administrative Officer IV
	1.5 Signs the ERF Form and service record then forward to the Office of the SDS	None	1 hour	Administrative Officer V
	1.6 Signs the ERF and indorsement	None	1 day	Schools Division Superintendent



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	1.7 Forwards the documents to the Personnel Section	None	30 minutes	Administrative Assistant III (Office of the SDS)
	1.8 Forwards signed ERF to the Records Section for transmittal to Regional Office	None	1 hour	Administrative Aide VI
TOTAL:		None	1 day 4 hours and 30 minutes	



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6. Application for Leave

Managing personnel attendance to reduce absences, so that workers are consistently present to do their jobs, work productively for the benefits of the organization.

Office or Division:	Personnel Section
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	All Teaching and Non-teaching personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Vacation Leave 1. CSC Form 6 (2 original copies) 2. Clearance form, only if traveling local for more than 15 days (2 original copies) 3. Letter request; if necessary (1 original copy)	Personnel Client
Sick Leave 1. CSC Form 6 (2 original copies) 2. Medical Certificate, if more than 5 days sick leave (1 copy) 3. Letter request, if necessary (1 original copy)	Personnel Unit Client
Paternity Leave 1. CSC Form 6 (2 original copies) 2. Letter request, if necessary (1 original copy) Additional Requirements Marriage Contract (1 photocopy) Birth Certificate of child or Medical Certificate (1 photocopy)	Personnel Unit Client
Maternity Leave 1. CSC Form 6 (2 original copies) 2. Letter request, if necessary (1 original copy)	Personnel Unit Client



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Additional Requirements Special Order Form (3 original copies) Medical Certificate (1 copy)		Front/ Information Desk		
Solo Parent Leave 1. CSC Form No. 6(2 original copies) 2. Letter request, if necessary (1 original copy) Additional Requirements Birth Certificate of Child (1 photocopy) Photocopy of Solo Parent ID (1 photocopy)		Personnel Client		
Special Privilege Leave CSC Form 6 (3 original copies)		Personnel Unit		
VAWC Leave 1. Barangay Protection Order (BPO) (2 copies) 2. Temporary/Permanent Protection Order (TPO/PPO) (2 copies) 3. In the absence of the BPO/TPO/PPO or the certification, a police report- VAWC Leave (2 copies)		Barangay Unit Court Order Police Station		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Pertinent documents	1.1 Receives complete and properly fill-out the documents and encodes the information from the Route Slip in the Data Tracking System	None	30 mins.	Administrative Aide VI/Office Clerk (Windows 1-2) Records Section
	1.2 Records in the Inter-Office Document Transmittal Form and forwards the document to	None	30 mins	Administrative Aide VI/ Officer Clerk (Records Section)



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	Personnel DTS user			
	1.3 Checks for correctness and completeness of pertinent documents and encodes the information in the database for Leave	None	20 mins	Administrative Aide VI (Personnel Unit)
	1.4 Deduct number of days with pay from the leave/service credit balances for Leave with pay and deduct in Form 7 if leave without pay	None	20 mins	Administrative Aide VI (Personnel Unit)
	1.5 Review and certifies leave form	None	15 mins	Administrative Officer IV
	1.6 Affixes signature on the Leave Form	None	1 hour	Assistant Schools Division Superintendent / Schools Division Superintendent
	1.7 Receives signed Application for Leave for recording	None	10 mins	Administrative Assistant III
TOTAL:		None	3 hours, 5 minutes	



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7. Application for Retirement

Retirement refers to the time of life when one chooses to permanently leave the workforce behind. The compulsory retirement age is 65 while optional is 60 years of age. It can be applied three months before retirement to ensure that retirement benefits will be enjoyed by the retiree after his/her retirement.

Office or Division:	Personnel Section	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	DepEd employees who reached the retirement age requirement	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent (1 copy)		Personnel Applying for Retirement
2. 1st Indorsement to SDS (1 copy)		School Head
3. Certification of Last Payment-from Region (1 copy)		DepEd Schools Division
4. Updated Service Record (1 copy)		
5. LAWOP (1 copy)		
6. Division Clearance (1 copy)		
7. School Clearance (1 copy)		
8. Certificate of No Pending Administrative Case (1 copy)		
9. GSIS FORM-Application For Retirement/Separation/Life Insurance Benefits (3 copies)		Concerned retiree
10. Sworn Statement of Assests, Liabilities and Net Worth (SALN) as of the last day of Service for Non-Teaching only		Personnel Applying for Retirement



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11. Individual Performance Commitment and Review Form (IPCRF) as of the last day of Service				
12. Ombudsman Clearance for Non-Teaching Personnel only		Ombudsman		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Pertinent documents	1.1 Check corrections for Request Letter of Intent and Indorsement 1.2 Create Route Slip and Acceptance of Retirement 1.3 Request of CLP from Region 1.4 Issuance of Division Clearance, School Clearance, and No pending case	None	30 mins.	Human Resource Unit-Person in charge
2. Submits Pertinent documents	2.1 Receives complete and properly filled out documents and encodes to the database of retired employees then forward to records for encoding to the Document Tracking System (DTS).	None	30 minutes	Records Unit-Person in charge



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3. Route the clearance to the authorized officials	3.1 Supply and Property Procurement and Management Services	None	30 minutes	Administrative Officer IV-Supply Officer
	3.2 Information Communication Technology	None	30 minutes	Information Technology Officer I
	3.3 Human Resource Welfare & Assistance	None	30 minutes	Administrative Officer IV
	3.4 SGOD-Planning	None	30 minutes	Planning Officer III
	3.5 Admin Section	None	30 minutes	Administrative Officer V
	3.6 Library Services	None	30 minutes	EPS-LRMDS
	3.7 Accounting Section	None	30 minutes	Accountant III
	3.8 Cash	None	30 minutes	Administrative Officer IV
	3.9 ASDS	None	30 minutes	Assistant Schools Division Superintendent
	3.10 Legal	None	3 days	Legal Officer
4. Submit the complete signed clearance with supporting documents	4.1 Receives all the document from the Legal Office and make indorsement and forwards documents for signature of the SDS	None	1 hour	Personnel Unit – Person in charge
	4.2 Affixes signature on the Division Clearance and sign	None	1 day	Schools Division Superintendent



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	indorsement for Retirement			
	4.3 Receives signed indorsement letter from the Schools Division Superintendent.	None	15 minutes	Personnel Unit-Person in charge
	4.4 Forwards signed documents and update in Document Tracking System to Records Section for submission to Regional Office	None	15 minutes	Personnel Unit-Person in charge
TOTAL:		None	4 days and 7 hours	



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8. Application for Resignation and Deceased Employees' Benefit Claims

Employees who wish to resign and to help identify realistic resignation goals and choices.

Office or Division:	Personnel Section		
Classification:	Complex		
Type of Transaction:	G2G - Government to Government		
Who may avail:	DepEd Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter of Intent, if applicable (1 copy)		Personnel Applying for Resignation	
2. 1st Indorsement to SDS (1 copy)		School Head	
3. Exit Interview		DepEd Schools Division	
4. Certification of Last Payment-from Region (1 copy)			
5. Updated Service Record (1 copy)			
6. LAWOP (1 copy)			
7. Division Clearance (1 copy)			
8. School Clearance (1 copy)			
9. Certificate of No Pending Administrative Case (1 copy)			
10. GSIS FORM-Application For Retirement/Separation/Life Insurance Benefits/Survivorship (3 copies)		Concerned resignee	
11. Affidavit of Surviving Heirs/Surviving Spouse/Guardian of Minor or Dependent Children (3 copies)			



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12.ID of Beneficiary/ies (Children & Spouse) (3 copies)				
13.Sworn Statement of Assests, Liabilities and Net Worth (SALN) as of the last day of Service for Non-Teaching only, if applicable				
14.Individual Performance Commitment and Review Form (IPCRF) as of the last day of Service				
15.Personal Undertaking of Loans/Screenshot of Loan Balance/GSIS Touch				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Pertinent documents	1.1 Check corrections for Request Letter of Intent and Indorsement 1.2 Create Route Slip and Acceptance of Retirement 1.3 Request of CLP from Region 1.4 Issuance of Division Clearance, School Clearance, and No pending case	None	30 mins.	Human Resource Unit-Person in charge
2. Submits Pertinent documents	2.1 Receives complete and properly filled out documents	None	30 minutes	Records Unit-Person in charge



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	and encodes to the database of retired employees then forward to records for encoding to the Document Tracking System (DTS).			
3. Route the clearance to the authorized officials	3.1 Supply and Property Procurement and Management Services	None	30 minutes	Administrative Officer IV-Supply Officer
	3.2 Information Communication Technology	None	30 minutes	Information Technology Officer I
	3.3 Human Resource Welfare & Assistance	None	30 minutes	Administrative Officer IV
	3.4 SGOD-Planning	None	30 minutes	Planning Officer III
	3.5 Admin Section	None	30 minutes	Administrative Officer V
	3.6 Library Services	None	30 minutes	EPS-LRMDS
	3.7 Accounting Section	None	30 minutes	Accountant III
	3.8 Cash	None	30 minutes	Administrative Officer IV
	3.9 ASDS	None	30 minutes	Assistant Schools Division Superintendent
	3.10 Legal	None	3 days	Legal Officer



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4. Submit the complete signed clearance with supporting documents	4.1 Receives all the document from the Legal Office and make indorsement and forwards documents for signature of the SDS	None	1 hour	Personnel Unit – Person in charge
	4.2 Affixes signature on the Division Clearance and sign indorsement for Retirement	None	1 day	Schools Division Superintendent
	4.3 Receives signed indorsement letter from Schools Division Superintendent	None	15 minutes	Personnel Unit-Person in charge
	4.4 Forwards signed documents and update in Document Tracking System to Records Section for submission to Regional Office	None	15 minutes	Personnel Unit-Person in charge
TOTAL:		None	4 days, 7 hours	



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9. Issuance of Certificate of Employment/Compensation

Issuance of Certification that confirms the employment experience of the individual, their current position, and the amount of salary.

Office or Division:		Personnel Section		
Classification:		Simple		
Type of Transaction:		G2G - Government to Government		
Who may avail:		All Teaching and Non-teaching personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition Form (1 copy)		Request via email: hr.depedcalamba@deped.gov.ph or through walk in at the Personnel Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE
1. Fill up and submit the Requisition Form.	1.1 Receives complete filled-out request form	None	5 mins	Administrative Aide VI / Office Clerk Records Section
	1.2 Prepares Certification of Employment as verified in the Plantilla Personnel Service Itemization and Plantilla of Personnel (PSIPOP), Payroll Masterfile and 201 Files	None	30 minutes	Administrative Aide VI (Window 1) Personnel Section
	1.3 Forwards Certification to the AO V for signature and release	None	15 minutes	Administrative Aide VI/ Office Clerk
TOTAL:		None	50 inutes	



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10. Issuance of Service Record

Issuance of Certification that confirms the employment experience of the individual, their current position, and the amount of salary.

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Teaching and Non-teaching personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition Form (1 copy)		Request via email: hr.depedcalamba@deped.gov.ph or through walk in at the Personnel Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE
1. Fill up and submit the Requisition Form.	1.1 Receives complete filled-out request form	None	30 mins	Administrati ve Aide VI / Office Clerk Records Section
	1.2 Prepares Service Record of Employees as verified in the Plantilla Personnel Service Itemization and Plantilla of Personnel (PSIPOP), Payroll Masterfile and 201 Files	None	30 minutes	Administr ative Aide VI (Window 1) Personnel Section
	1.3 Forwards Certification to the AO V for signature and release	None	15 minutes	Administrati ve Aide VI/ Office Clerk
TOTAL:		None	1 hour 15 minutes	



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11. Uploading of Publications

Posting of vacant positions in accordance with RA No. 7041

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Schools/ District with vacant item			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. NOSCA		DBM, DepEd Regional Office		
2. Indorsement from office/school for Natural Vacancies due to separation from service		School or office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit indorsement letter to records unit	1.1 Receives complete and properly fill-out the documents and encodes the information from the Route Slip in the Data Tracking System	None	30 mins	Administrative Assistant III (Windows 1-4) Records Section
	1.2 Records in the Inter-Office Document Transmittal Form and forwards the document to Personnel DTS user	None	30 mins	Administrative Aide VI (Records Section)
	1.3 Validate the item number for publication, the incumbent of the	None	15 minutes	Administrative Assistant III



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	position and the reason for vacancy			
	1.4 Prepares summary of the Request for Publication of Vacant Position and signed by the Administrative Officer IV	None	30 minutes	Administrative Assistant III/ Administrative Officer IV
	1.5 Sends the accomplished soft copy to CSC Regional Office through email	None	15 minutes	Administrative Assistant II
	1.6 Transmit the accomplished hard copy to CSC Field Office.	None	1 day	Administrative Assistant III
	1.7 Posts the publication in conspicuous places	None	1 day	Administrative Assistant III
TOTAL:		None	2 days 2 hours	



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12. Loans Approval and Verification (Online)

A loan application is used by borrowers to apply for a loan. The borrowers reveal key details/information about their finances (salaries, deductions, other loans, and net take-home pay) to the lender. It is very useful in determining whether the borrower will be granted their request or not.

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2G – Government to Government			
Who may avail:	All DepEd Employees of SDO Calamba City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For GSIS Emergency, Policy and Multi- Purpose Loan, Computer Loan and others 2. For Pagibig MPL 3. Verifier’s Ledger		through any of the following: GSIS Kiosk, GSIS Branch Office, GSIS Touch Mobile Apps, Virtual Pagibig RPSU		
For Private Lending Institutions (PLI’s) Initial evaluation from the PLI’s includes the following scanned documents: 1. Updated payslip with stamped 2. Computation from PLI’s 3. Certification of Buy-out (if necessary)		Banks, cooperative, etc. (on-line through email)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceeds to any GSIS kiosk, GSIS office or GSIS Touch Mobile Apps to apply loans	Log in to GSIS website to view pending loan applications. (cert.gsis.gov.ph/AAO/#/login)	None	5 minutes	Administrative Assistant III (verifier)



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	Evaluates the borrower's data and analyze if qualified or not based on the verifiers data to avail the loan. The Net Take Home Pay must not be lower than Php 5,000.00 after the deduction of monthly amortization and other incoming obligations and no pending case.	None	35 minutes	Administrative Assistant III (verifier) Legal Unit
	Approves /disapproves application based on evaluation.	None	5 minutes	Administrative Assistant III (verifier)
Viewed the result of the confirmation / evaluation	For approved loans check the status thru GSIS Touch and Virtual Pagibig for disapproved loans, email on the NTHP after deduction to adjust loan amortization amount	None	15 minutes	Administrative Assistant III (verifier)
TOTAL:		None	1 hour	
For Private Lending Institutions (PLI)				
1. Forwards the initial evaluation from the PLI's to verifiers email address	1.1 Receives email from the borrower through verifiers email address	None	5 minutes	Administrative Assistant III (Verifier)
	1.2 Evaluates the borrower's data and analyze if qualified or not based on the	None	35 minutes	Administrative Assistant III (verifier) Legal Unit



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	verifiers data to avail the loan. The Net Take Home Pay must not be lower than Php 5,000.00 after the deduction of monthly amortization and other incoming obligations.			
	1.3 Approves/disapproves application based on evaluation then sends confirmation / evaluation to the borrower. receives documents and releases to the borrower	None	5 minutes	Administrative Assistant III (Verifier)
2. Received the result of the confirmation / evaluation	2.1 Verifier send loan confirmation to borrower	None	15 minutes	Administrative Assistant III (Verifier)
TOTAL:		None	1 hour	



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13. Loans Approval and Verification (Walk-In)

A loan application is used by borrowers to apply for a loan. The borrowers reveal key details / information about their finances (salaries, deductions, other loans, and net take home pay) to the lender. It is very useful in determining whether the borrower will be granted their request or not.

Office or Division:	Personnel Section			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All DepEd Employees of SDO Calamba City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Pagibig MPL and other GSIS Loan (e.g. Study Now Pay Later)		Agency Branch (Pagibig and GSIS) Agency website (Pagibig and GSIS)		
1 copy of Loan Application Form 1 Photocopy of Payslip 1 copy of Loan Tentative Computation (if applicable) 2 valid IDs				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Borrower submits document to Personnel Section	1.1 Receives documents from the borrower then forwards to loan verifiers	None	30 mins	Administrative Aide I (Personnel)
	1.2 Evaluates the borrower's application if qualified or not to avail the loan. The Net Take Home Pay must not be lower than Php 5,000.00 after the deduction of monthly	None	1 hour	Administrative Assistant III (Verifier)



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	amortization and other incoming obligations. If approved, forwards documents to Legal and AAO for signing and if not, directly release documents to the borrower			
	1.3 If approved, signs the Loan Application Form	None	30 minutes	Administrative Officer V / Administrative Officer IV / Administrative Assistant III / Atty III (Admin/Personnel/Legal)
	1.4 Receives documents and releases to the borrower	None	15 minutes	Administrative Assistant III (verifier)
TOTAL:		None	2 hours and 15 minutes	



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14. Processing of Appointment (Original, Reemployment, Reappointment Promotion and Transfer)

Processing of Appointment of qualified applicants and personnel, whether provisional, substitute or permanent in status, teaching and non- teaching whether original, transfer, reappointment, reemployment, reclassification, and promotion in nature.

Office or Division:	Personnel Section	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Personnel, whether provisional, substitute or permanent in status, teaching and non-teaching whether original, transfer, reappointment, reemployment, reclassification and promotion in nature.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. 1 st Indorsement for Recommendation		School/ District where the vacancy exists
2. Position Description Form signed by the School Head		
3. Work Experience Sheet		
4. Oath of office (3 copies)		
5. Assumption to Duty (3 copies)		
6. Fully Accomplished Personal Data Sheet (PDS)		All personnel for appointment
7. Authenticated Eligibility/ PRC License		
8. Copy of Transcript of Record		
9. Copy of Certificate of Employment		
10.Trainings/ Seminars		
11.Marriage Certificate (If applicable)		



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12. Birth Certificate				
13. Medical Certificate CSC Form 211 with Original Results		Personnel Unit		
14. Statement of Assets Liabilities and Net worth		Personnel Unit		
15. NBI Original		Resources/downloadable-forms/		
16. BIR TIN Verification slip (if with existing TIN) BIR Form 1902 (if no existing TIN		NBI		
17. Duly Filled up Philhealth ER2		BIR/ SDO - Personnel		
18. GSIS Membership Information Sheet		Philhealth/ SDO - Personnel		
19. Registry of Qualified Applicant for Current Year		GSIS/ SDO - Personnel		
20. Copy of Previous Appointment		All Personnel for Promotion		
21. Copy of Approved Special Order for Transfer		All Personnel Promotion/ Transfer		
22. Latest Approved IPCRF				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Pertinent documents	1.1 Receives complete and properly fill-out the documents and encodes the information from the Route Slip in the Data Tracking System	None	30 mins	Administrative Assistant III (Windows 1-4) Records Section
	1.2 Records in the Inter-Office Document Transmittal Form	None	30 mins	Administrative Aide VI (Records Section)



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	and forwards the document to Personnel DTS user			
	1.3 Validates inclusion in RQA and verifies publication.	None	1 hour	Administrative Assistant III
	1.4 Encodes the information in the database for Appointment. Prints Appointment	None	1 hour	Administrative Assistant III
	1.5 Affixes signature of the Administrative Officer IV after verification	None	1 hour	Administrative Officer IV
	1.6 Forwards the appointment to the Administrative Officer V and Assistant Schools Division Superintendent for approval of the Schools Division Superintendent	None	3 days	Administrative Officer V/ Assistant Schools Division Superintendent
	1.7 Receives approved appointment letter from Schools Division Superintendent	None	30 minutes	Administrative Assistant III
	1.8 Updates Off-line Plantilla database and online Personnel Service Itemization and Plantilla of Personnel	None	30 minutes	Administrative Officer II



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	(PSIPOP) and the CSC Inventory of Government Human Resource System			
	1.9 Issue a memorandum to notify applicants for oath taking and signing of approved appointment	None	1 day	Administrative Assistant III
	1.10 Prepares transmittal of approved appointment to Civil Service Commission field office for attestation	None	30 minutes	Administrative Assistant III
	1.11 Creates 201 Files for records keeping	None	30 minutes	Administrative Aide VI
TOTAL:		None	4 days and 6 hours	



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15. Correction of Personal Information and Change of Civil Status

The legal act of a person by adopting a new name different from their name at birth through marriage or adoption

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Teaching and Non-teaching personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Marriage Contract (2 copies)		PSA or LCR		
2. Birth Certificate		PSA or LCR		
3. Duly Accomplished Special Order for Change of Name (2 copies)		SDO-Personnel Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Pertinent documents	1.1 Receives complete and properly fill-out the documents and encodes the information from the Route Slip in the Data Tracking System	None	5 minutes	Administrative Aide VI/Office Clerk (Windows 1-2) Records Section
	1.2 Records in the Inter-Office Document Transmittal Form and forwards the document to Personnel DTS user	None	15 minutes	Administrative Aide VI/Office Clerk (Windows 1-2) Records Section



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	1.3 Update the Service Record to Married Name	None	10 minutes	Administrative Aide VI (Personnel Section)
	1.4 Provides a copy for GSIS ARA	None	30 minutes	Administrative Assistant III
	1.5 Affixes initial in the indorsement	None	5 minutes	Administrative Officer IV
	1.6 Forwards the Special Order for the signing of the Schools Division Superintendent for signing	None	15 minutes	Administrative Assistant III
	1.7 Receives approved SO from SDS for recording	None	15 minutes	Administrative Assistant III
	1.8 Forwards signed SO for Change of Name and pertinent documents to Regional Office via email	None	1 hour	Administrative Assistant III
TOTAL:		None	3 hours 35 minutes	