29 May 2023

DIVISION MEMORANDUM
No. _____258_____ s. 2023

INFORMATION DISSEMINATION OF PROCESS-FLOW
FOR VARIOUS DOCUMENTS

To: OIC-Assistant Schools Division Superintendent
        Chief Education Supervisors
        Heads, Public Elementary and Secondary Schools
        Heads, Unit/Section
        All Others Concerned

1.   In reference to DepEd Memorandum No. 014, s. 2022, The DepEd Quality Management System Manual and Procedures and Work Instructional Manual, the City Schools Division of Tayabas aims to standardize and harmonize the process flow of various documents.

2.   As SDO Tayabas City exerts efforts to establish the progression of documents, especially during official business travels of the Schools Division Superintendent and the Assistant Schools Division Superintendent, this Office informs all concerned of the process flow subject to future continuous improvement.

3.   Attached is Enclosure 1 for Process flow of various documents.

4.   Widest dissemination and strict compliance of this Memorandum is desired.

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Memorandum No. 014, s. 2022
To be indicated in the Perpetual Index
        under the following subjects:

        Records Management

OASDS - Information Dissemination Of Process-Flow For Various Documents
None/May 25, 2023

Enclosure:

PROCESS FLOW

I. Division Issuances (DM, DA, DO, NOM)

Issuances Approved by SDS *(Original Process-Flow)*	Issuances Approved For SDS by ASDS *(OIC is ASDS)*	Issuances Approved For SDS by CES/AO *(OIC is CES or AO)*
Initiator to Unit/Section Head – For review and initial	Initiator to Unit/Section Head – For review and initial	Initiator to Unit/Section Head – For review and initial
Initiator to OASDS – For review and initial	Initiator to Records – For control number	Initiator to OASDS – For recording
OASDS to Records – For control number	Records to OSDS – For recording	OASDS to Records – For control number
Records to OSDS – For final approval/signature	OSDS to OASDS – For final approval/signature (For-By Format)	Records to OSDS – For recording
OSDS to ICT – For Upload	OASDS to ICT – For Upload	OSDS to OIC – For final approval/signature (For-By Format)
***	***	OIC to ICT – For Upload
		***

II. Indorsement/Endorsement

Issuances Approved by SDS *(Original Process-Flow)*	Issuances Approved For SDS by ASDS *(OIC is ASDS)*	Issuances Approved For SDS by CES/AO *(OIC is CES or AO)*
Initiator to Unit/Section Head – For review and initial	Initiator to Unit/Section Head – For review and initial	Initiator to Unit/Section Head – For review and initial
Initiator to OASDS – For review and initial	Initiator to Records – For control number	Initiator to OASDS – For recording
OASDS to Records – For control number	Records to OSDS – For recording	OASDS to Records – For control number
Records to OSDS – For final approval/signature	OSDS to OASDS – For final approval/signature (For-By Format)	Records to OSDS – For recording
OSDS to: *ICT – For Upload *Records – For Release	OASDS to: *ICT – For Upload *Records – For Release	OSDS to OIC – For final approval/signature (For-By Format)
***	***	OIC to: *ICT – For Upload *Records – For Release
		***

III. Letter to School Head / Response Letter

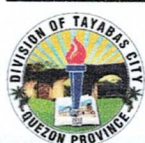| Issuances Approved by SDS *(Original Process-Flow)*	Issuances Approved For SDS by ASDS *(OIC is ASDS)*	Issuances Approved For SDS by CES/AO *(OIC is CES or AO)*
Initiator to Unit/Section Head – For review and initial	Initiator to Unit/Section Head – For review and initial	Initiator to Unit/Section Head – For review and initial

Initiator to OASDS – For review and initial	Initiator to OASDS – For final approval/signature (For-By Format)	Initiator to OASDS – For recording
OASDS to OSDS - For final approval/signature	OASDS to OSDS – For recording	OASDS to OSDS – For recording
OSDS to: *ICT – For Upload *Records – For Release	OSDS to: *ICT – For Upload *Records – For Release	OSDS to OIC – For final approval/signature (For-By Format)
***	***	OSDS to OIC – For final approval/signature (For-By Format)
		OIC to: *ICT – For Upload *Records – For Release ***

IV.   Travel Order

Issuances Approved by SDS (Original Process-Flow)	Issuances Approved For SDS by ASDS (OIC is ASDS)	Issuances Approved For SDS by CES/AO (OIC is CES or AO)
Initiator to Records for receive	Initiator to Records for receive	Initiator to Records for receive
Records to OASDS for recommending approval	Records to Admin – For control number	Records to Admin – For control number
OASDS to Admin – For control number	Admin to Budget – For budget allocation	Admin to Budget – For budget allocation
Admin to Budget – For budget allocation	Budget to OASDS – For final approval	Budget to OIC – For final approval
Budget to OSDS – For final approval	OASDS to Records – For release	OIC to Records – For release
OSDS to Records – For release ***	***	***

V.   Certificates/ Certification

Type of Certificate	Process-Flow	Signatory with OIC
Certificate of Appearance (During Training/ Seminar/ Workshop)	*Initial of Unit Head *Signed by SDS/OIC	*OIC is ASDS: **Antonio P. Faustino Jr.** OIC-Assistant Schools Division Superintendent Officer-In-Charge *OIC is CES/AO: **Name** Designation Officer-In-Charge
Certification	*Initial of Unit Head *Signed by SDS/OIC	For-By Format