

Republic of the Philippines Department of Education

REGION IV-A CALABARZON CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

29 May 2023

DIVISION MEMORANDUM No. _____*\$58*______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 BI BALDERAS JR.

Schools Division Superintendent

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

Records Management

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



Brgy. Potol, Tayabas City

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https://depedtayabas.com/

DIVISION MEMORANDUM 250 No. ____ s. 2023

Enclosure:

PROCESS FLOW

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

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

III. Letter to School Head / Response Letter

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



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

V. Certificates/ Certification

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





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