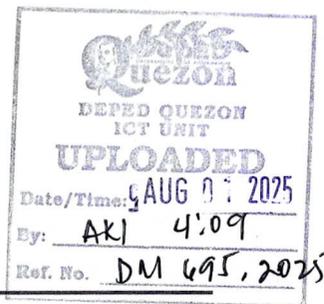




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



01 August 2025

DIVISION MEMORANDUM
DM No. 695, s. 2025

REMOVAL OF CERTIFICATE OF EXAMINED DOCUMENTS FOR SUBMISSION TO THE SCHOOLS DIVISION OFFICE

To: Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
Liaison Officers and Alternate Liaison Officers
Sub-Offices Personnel
All Others Concerned

1. Please be informed that effective **August 1, 2025**, all documents submitted to the Schools Division Office shall no longer require the attachment of a **Certificate of Examined Documents**.
2. This directive is issued to streamline procedures, minimize unnecessary steps and enhance overall efficiency in financial and administrative processes.
3. Attached herewith is the action plan for your guidance and reference.
4. Immediate dissemination and compliance to this Memorandum is earnestly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

JOEPI F. FALQUEZA
Assistant Schools Division
Superintendent

recatma08/01/2025

DEPEDQUEZON-TM-SDS-04-009-003



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ACTION PLAN FOR THE REMOVAL OF CERTIFICATE FOR EXAMINED DOCUMENTS FOR SUBMISSION TO THE SCHOOLS DIVISION OFFICE

FY 2025

BUDGET UNIT

I. Introduction

In the interest of improving operational efficiency and expediting financial transactions within the Schools Division Office, it has become necessary to reassess certain documentation requirements. One such requirement is the Certificate for Examined Documents, which is currently mandated for the processing of various school and office transactions.

While intended to ensure accuracy and completeness of submissions, this certificate has instead become an additional administrative layer that causes delays—particularly in the processing of financial documents such as disbursements, reimbursements, and liquidations. The time spent securing this certification often results in backlogs, missed deadlines, and delayed fund releases, which hinder the smooth implementation of programs and activities.

Furthermore, it has been observed that many school heads are not fully capacitated to properly examine and certify these documents, especially in the context of financial transactions. Adding to this concern is the presence of newly hired Administrative Assistants (ADAS) and Administrative Officer II (AO II) personnel, whose job descriptions and training are more aligned with the review, preparation, and processing of

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such documents. Given their roles, these personnel are more suitably positioned to handle document examination functions, making the certificate redundant.

In view of these considerations, this action plan proposes the removal of the Certificate for Examined Documents as a submission requirement. This move aims to streamline procedures, minimize unnecessary steps, and enhance overall efficiency in financial and administrative processes—without compromising accountability and accuracy, which are already supported by existing internal controls and documentation protocols.

General Objective/s

To streamline the submission process of financial and administrative documents by removing the requirement for the Certificate for Examined Documents, thereby expediting transactions and improving efficiency within the Schools Division Office.

III. Production

Areas of Concern	PPA's	Specific Objectives	Strategies	Time Frame	Budget and Its Source	Human Resources	Material Resources	Success Indicators	Risk
Delay in the	Removal of the	To eliminate an	- Draft and approve a memorandum	June 2 -	Not	Budget Officer Records	Memorandum template	Minimize delay in the	Resistance to

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submission of financial documents to the Division Office	Certificate for examination of documents for submission to Schools Division Office	administrative steps that contribute to the delay of financial document processing and submission	sum removing the requirement and capacitate schools on updated procedures - Assign designated personnel (ADAS/AO II) for direct verification	6, 2025	applicable	Officer SDS/ASDS	Computer, printer, paper, email system, official	Increased compliance with submission deadlines;	Some personnel may overlook or
	Reiteration/Issuance of Memorandum	To provide clear, uniform guidelines to all	- Draft and disseminate updated memorandum	June 5-14, 2025	Not Applicable	Accountant III AO II/ADAS II			

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<p>on the list of supporting documents, process flow, person responsible, deadline in the submission of financial documents</p>	<p>schools and offices to ensure timely and complete submission of financial documents</p>	<p>- Conduct orientation or info session - Include submission reminders in monthly updates</p>		<p>HRMO Payroll Officer BO III</p>	<p>memo template</p>	<p>fewer returned or delayed documents</p>	<p>disregard the memo; lack of orientation for new staff</p>
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IV. Evaluation

The implementation of this action plan is a proactive response to address inefficiencies in the submission and processing of financial documents within the Schools Division Office. Following the removal of the Certificate for Examined Documents and the issuance of clear, standardized guidelines, an evaluation will be conducted to determine the effectiveness and impact of the proposed changes.

The evaluation will focus on the following key areas:

1. **Reduction in Processing Delays**

Initial observations will compare the turnaround time of financial transactions before and after the implementation of the new procedures. A marked improvement in the timeliness of disbursements, reimbursements, and liquidations will indicate the success of the removal of the redundant certificate requirement.

2. **Compliance with Submission Guidelines**

Monitoring will be conducted to assess whether schools and offices are adhering to the updated process flow, deadlines, and required supporting documents. Fewer returned or incomplete submissions will serve as a measurable indicator of improved compliance and understanding of the guidelines.

3. **Staff Roles and Capacitation**

The evaluation will also consider the extent to which Administrative Assistants (ADAS) and Administrative Officer II (AO II) personnel are able to fulfill their functions in verifying and preparing documents. Feedback from these staff members, as well as from school heads, will provide insights into role clarity and workload distribution.

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4. **Risk Management**

Any issues such as misinterpretation of the updated procedures, or resistance to the removal of the certificate, will be identified and addressed through follow-up communication, technical assistance, or additional capacity-building efforts.
Overall, the success of this action plan will be determined by the **reduction in processing time, improved submission quality, and smoother coordination between schools and the division office.** Continuous monitoring will ensure sustainability and allow for timely refinements in policy or practice if needed

Prepared by:


CATHERINE A. PUREZA
Administrative Officer V/Budget Officer III

Approved by:


ROMMEL C. SAUTISTA, CESO IV
Schools Division Superintendent

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**CERTIFICATE OF EXAMINED DOCUMENTS FOR SUBMISSION
TO THE SCHOOLS DIVISION OFFICE**

This is to certify that I personally examined the documents coming from our school district for submission to the Schools Division Office. This certification ensures that the undersigned did the document checking/ examination in terms of completeness and accuracy, utilization of SDO prescribed templates/ forms, and schedule of submission of documents, to wit:

LIST OF DOCUMENTS FOR SUBMISSION *(You may add or delete number below, if necessary)*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(SIGNATURE OVER PRINTED NAME OF THE SCHOOL HEAD)

(DATE SIGNED)

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