



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


21 June 2021

**DIVISION MEMORANDUM**  
DM No. 400, s. 2021

**PILOT IMPLEMENTATION OF QUEZON ONLINE DOCUMENT TRACKING SYSTEM (QODTS)  
VERSION 2**

To: OIC-Assistant Schools Division Superintendents  
Division Chiefs  
Unit/Section Heads  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Teaching and Non-Teaching Personnel  
All Others Concerned

1. This Office announces the pilot implementation of Quezon Online Document Tracking System (QODTS) Version 2 effective **June 28, 2021**. QODTS is a web-based system that will help to transparently manage the flow of documents and developed to improve the efficiency of the Department on tracking of documents.
2. QODTS Version 2 was designed to expand the scope of the system, aiming to cater wider accounts from Division Level down to District level. It welcomes a total number of 214 newly created accounts of Official Liaison Officers from different Congressional Districts offering new features such as:
  - 2.1 online uploading of documents to be submitted in the Division Office. *Please be guided on the Updated Document Flow attached on this memorandum.*
  - 2.2 auto generated reports and ready to print DTS Transmittal Form.
  - 2.3 dashboard of on-process, pending, and on-hold documents.
  - 2.4 dashboard of total number of submitted documents.
  - 2.5 intensified follow-up system thru message notification.

 DEPED - QUEZON ICT UNIT <b>UPLOADED</b>	
Date/Time:	6/22/2021
By:	Rommel
Ref. no.:	DM 400, s. 2021

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3. It is expected that old users from Division Level and new users from Congressional District level will efficiently and effectively utilize the system to provide convenience to our clientele and to support to the new normal condition.
  
4. For proper guidance, please see the following attachments:
  - 4.1 Attachment No. 1 - QODTS Version 2 General Guidelines
  - 4.2 Attachment No. 2 - DepEd Quezon Updated Document Flow
  
5. Queries, feedback, and recommendations may be sent to the Official Facebook Group Chat of Liaison Officers for proper action.
  
6. Immediate dissemination of, and compliance with this memorandum is desired.

**ELIAS A. ALICAYA, JR., EdD**  
Assistant Schools Division Superintendent  
Officer in-charge  
Office of the Schools Division Superintendent

recsop06/21/2021

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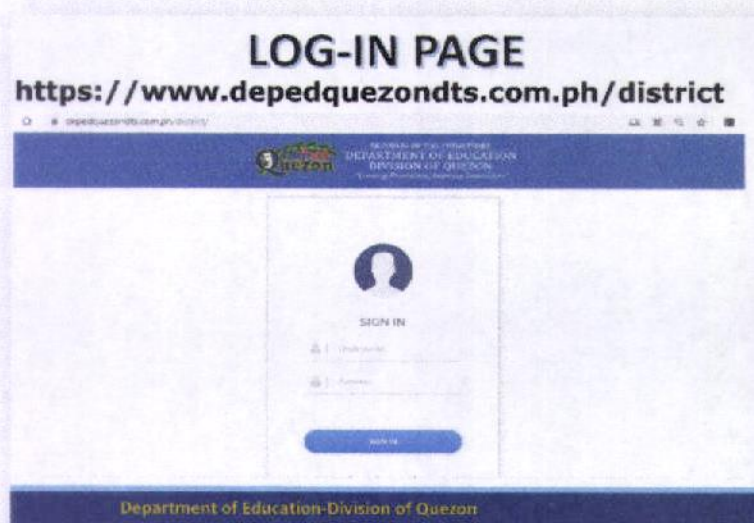


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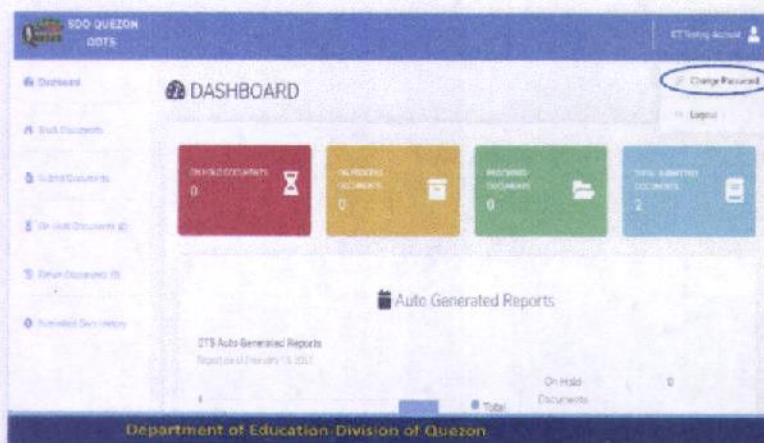
ATTACHMENT NO. 1

**QODTS VERSION 2 GENERAL GUIDELINES**

1. **Log-In Page** (All official Liaison Officers are hereby directed to encode the documents to be submitted in the Division Office or Sub -Offices thru QODTS Version 2.)



2. **Password Change** (After entering username and password. It is expected that all users already changed the default password to strong one containing numbers, symbols, uppercase and lowercase letters for your protection)



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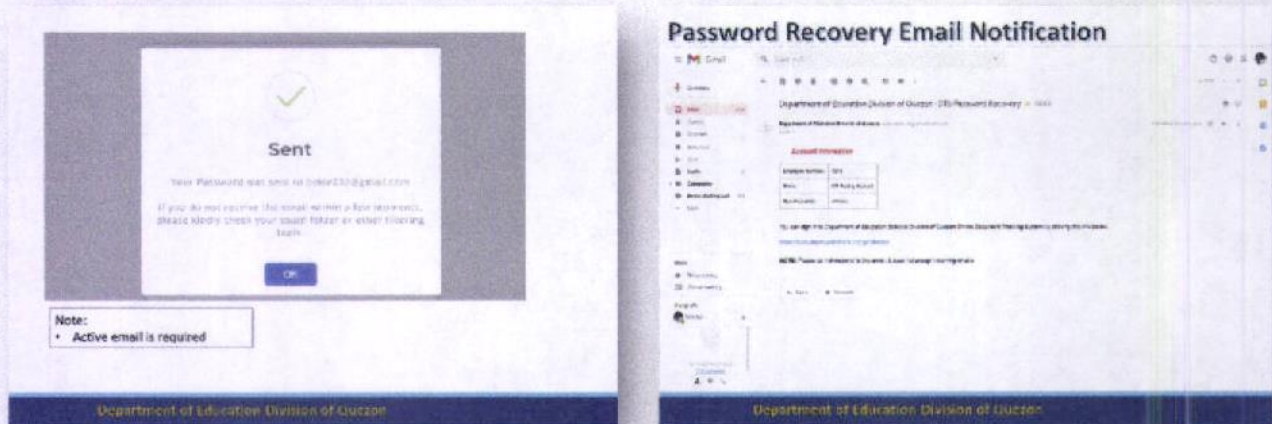




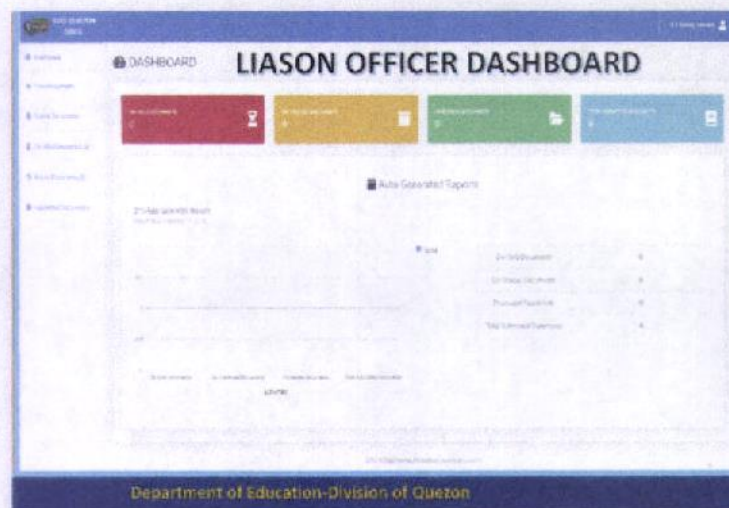


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**3. Password Recovery (Requires active email to have email password notification.)**



**4. DTS Dashboard (It shows the real time reports on documents that on-hold, on process, processed transactions, and the total number of submitted documents.)**



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**5. Submit Documents** (Just click "Submit Documents" and duly accomplish the necessary information required by the system then click the submit button. Information required are as follows:)

- 1.1.1 **Document Owner** – The specific person who owns the document.
- 1.1.2 **Contact Number and Email Address** – Write the contact number and email address of the document owner.
- 1.1.3 **PSDS/School Head Contact Number**
- 1.1.4 **PSDS/School Head Email**
- 1.1.5 **Number of Pages/Envelopes/Folders**
- 1.1.6 **Document Type** – Drop-down list provided.
- 1.1.7 **Level** - Drop-down list provided.
- 1.1.8 **School** - Drop-down list provided.
- 1.1.9 **Document Title** – It must be complete and specific. This will help the user to easily find/track documents sooner or later.
- 1.1.10 **Carrier Name** – Indicate the specific person that will carry the physical documents to the Division Office, this might be the official LO or his/her alternate.
- 1.1.11 **Unit Destination** - Select the specific office that will take action on the submitted document/s. Please see attachment number 2 entitled *DepEd Quezon Updated Document Flow* for your perusal.
- 1.1.12 **Document Format** – Select between hardcopy or softcopy format. There are selected transactions allowed to be sent in softcopy format. Please be guided on the Attachment number 2 entitled *DepEd Quezon Updated Document Flow* for your perusal.

LIASON OFFICER SUBMIT DOCUMENTS

Document Owner: Wilbert B. Porteza  
Contact Number: 0923\*\*\*\*\*  
Email Address: wilbert.porteza@deped.gov.ph

Note:  
• Counting no. of pages is crucial

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DOCUMENT TYPE

Document Type: [Dropdown Menu]

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### LEVEL

Department of Education Division of Quezon

### NAME OF SCHOOL

Department of Education Division of Quezon

### SELECT SECTION/UNIT

Department of Education Division of Quezon

### TYPE OF SUBMISSION

Department of Education Division of Quezon

### DOCUMENT TITLE

Department of Education Division of Quezon

### CARRIER NAME OF THE DOCUMENTS

Department of Education Division of Quezon

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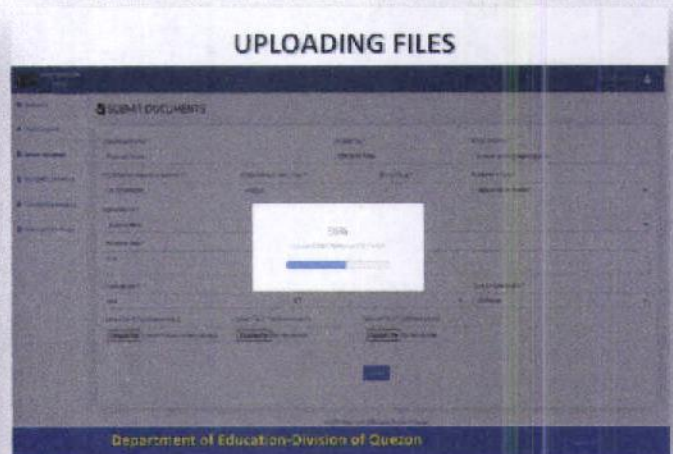
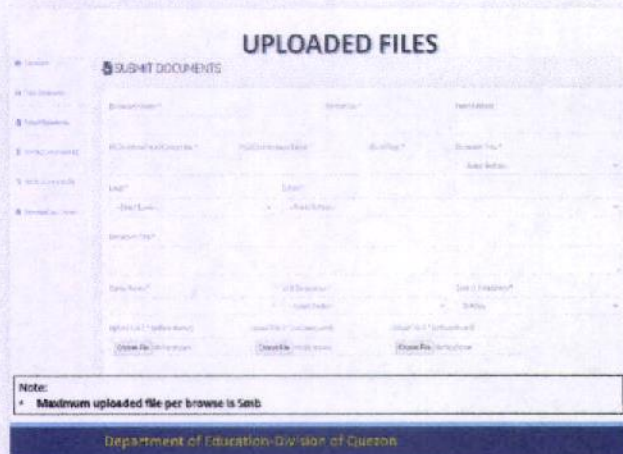




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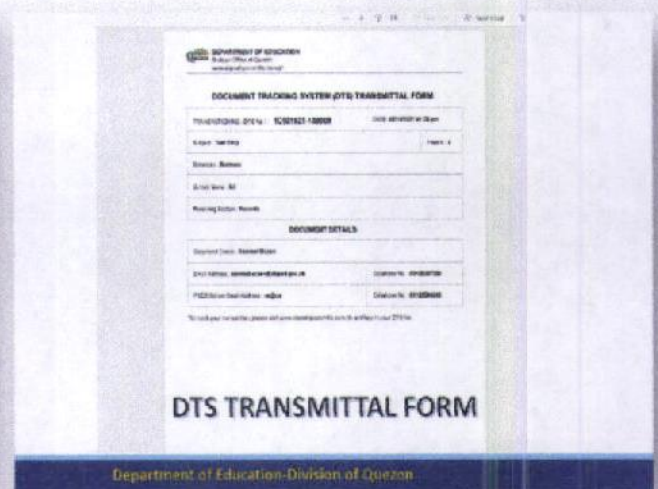
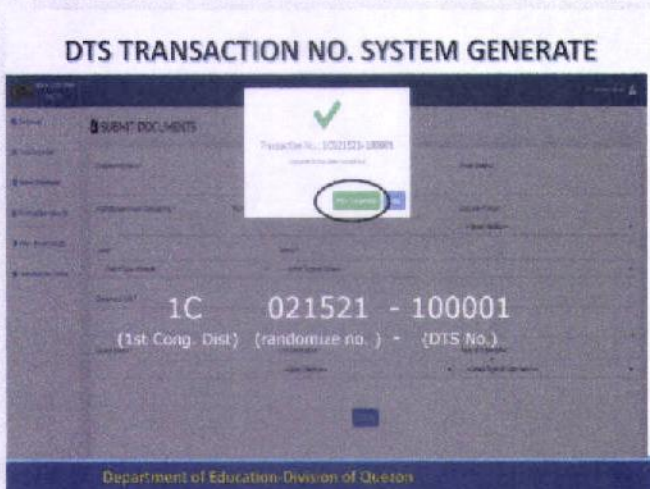
**6. Uploading Digital File/s:**

- a. There are selected transactions allowed to be submitted in digital copy format. *Please see attachment number 2 - DepEd Quezon Updated Document Flow for your perusal.*
- b. Digital copy must be in PDF, word, and/or excel format only, other format not mentioned will not be accepted by the system.
- c. The user may upload maximum of 3 files per transaction and maximum of 5 megabytes per file.



**7. Issuance of Transaction No. (The encoder must print three (3) copies of DTS transmittal. Distribution must be as follows:**

- 1st copy to document owner,
- 2nd copy to be attached to document, and
- 3rd copy to DTS encoder.)



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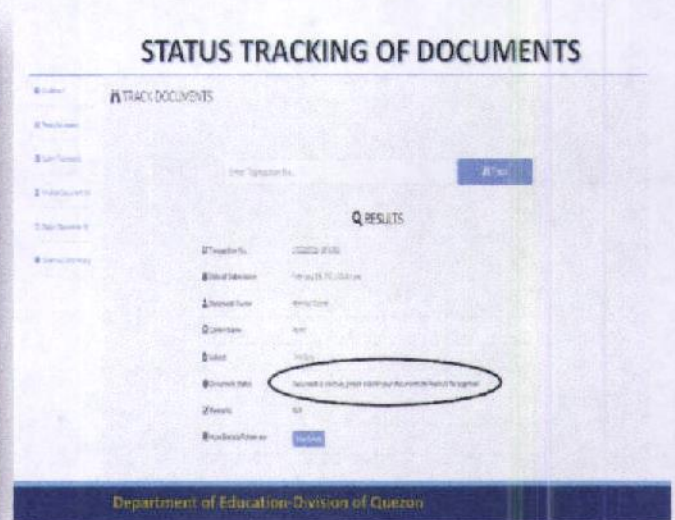
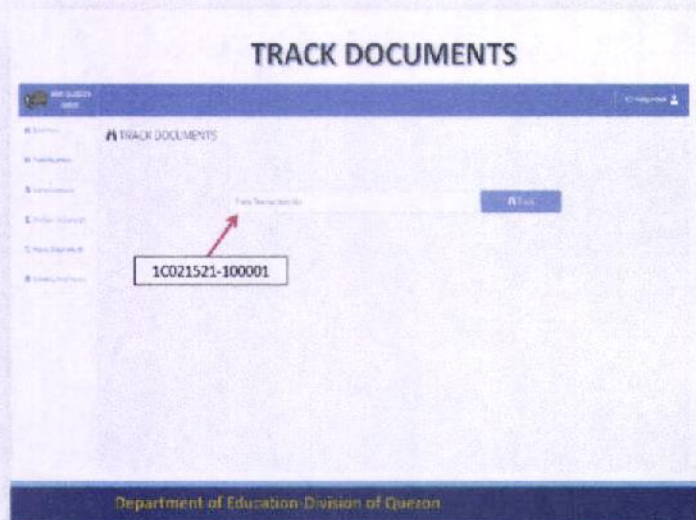




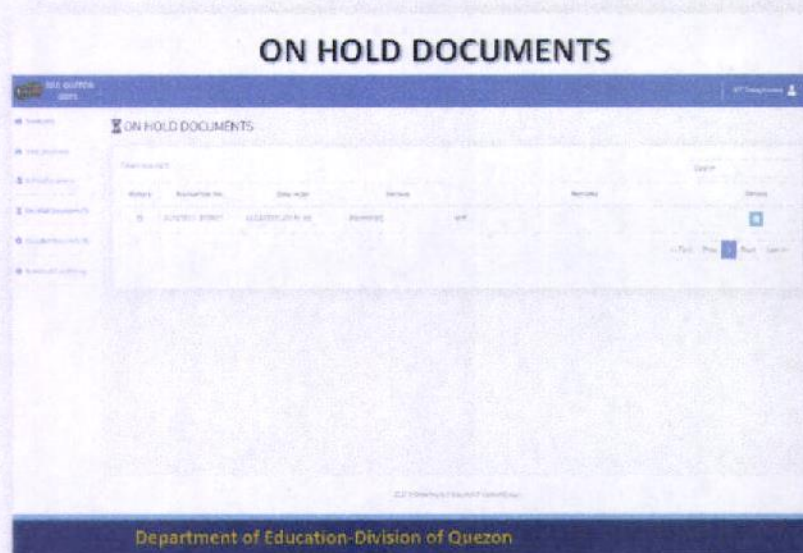


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8. **Find Document/s** (Click on track documents then enter the automated DTS No. or any keyword of the Document Title)



9. **Hold Documents** (To view on-hold documents, click "On-Hold Documents" button. The users from Division Level may place the transaction in an "on-hold" status for valid reason/s only such as incomplete attachments or there is additional supporting documents required by the action office.)



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10. **Cancelled Documents** (To view cancelled or lapsed documents, click "Cancelled/Lapsed Documents" button. Cancellation of transaction shall only be done if the documents cannot be completed within 15 working days from the date of submission.)

### CANCELLED DOCUMENTS

Filter	Transaction No.	Date Return	Section	Details	Cancel
	20200301_102462	02/08/2021 05:14:58	PROVINCIAL		<input type="button" value="Cancel"/>

11. **Submitted Documents History** (It contains records of all the documents submitted by the account holder.)

### SUBMITTED DOCUMENT HISTORY

Filter	Document No.	Document Title	Date Received	Date Submitted	Submitted By	Details
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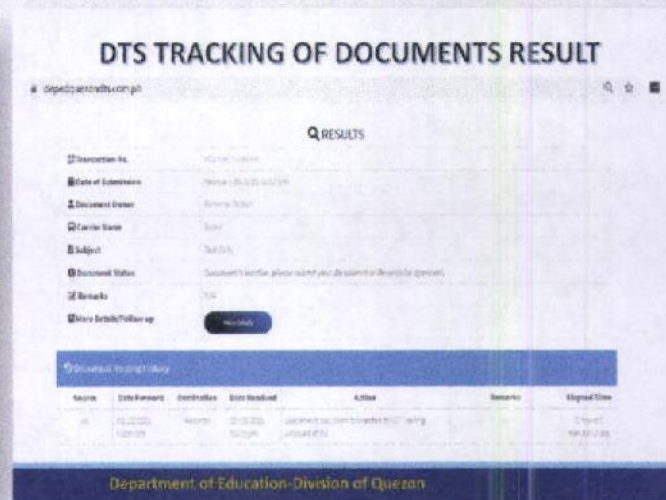






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12. Track Documents (Proceed to <https://www.depedquezondts.com.ph> then enter DTS Number)



13. QODTS Code

Quezon DTS Code:	User Accounts/In charge:
1C – 1 <sup>st</sup> Cong. District	Liaison Officer
2C – 2 <sup>nd</sup> Cong. District	Liaison Officer
3C – 3 <sup>rd</sup> Cong. District	Liaison Officer
4C – 4 <sup>th</sup> Cong. District	Liaison Officer
RA – Records A	Receiving Clerk (1 <sup>st</sup> Cong. District)
RB – Records B	Receiving Clerk (2 <sup>nd</sup> Cong. District)
RC – Records C	Receiving Clerk (3 <sup>rd</sup> Cong. District)
RD – Records D	Receiving Clerk (4 <sup>th</sup> Cong. District)
VI – Visitors	Receiving Clerk (Walk In Transactions)
DO – Division Office	DTS-In Charge (Division Office Transactions e.g. Memo, Letter, etc..)
SOR – Sub-Office Real	Receiving Clerk (1 <sup>st</sup> Cong. District)
SOC – Sub-Office Catanauan	Receiving Clerk (3 <sup>rd</sup> Cong. District)
SOG – Sub-Office Gumaca	Receiving Clerk (4 <sup>th</sup> Cong. District)

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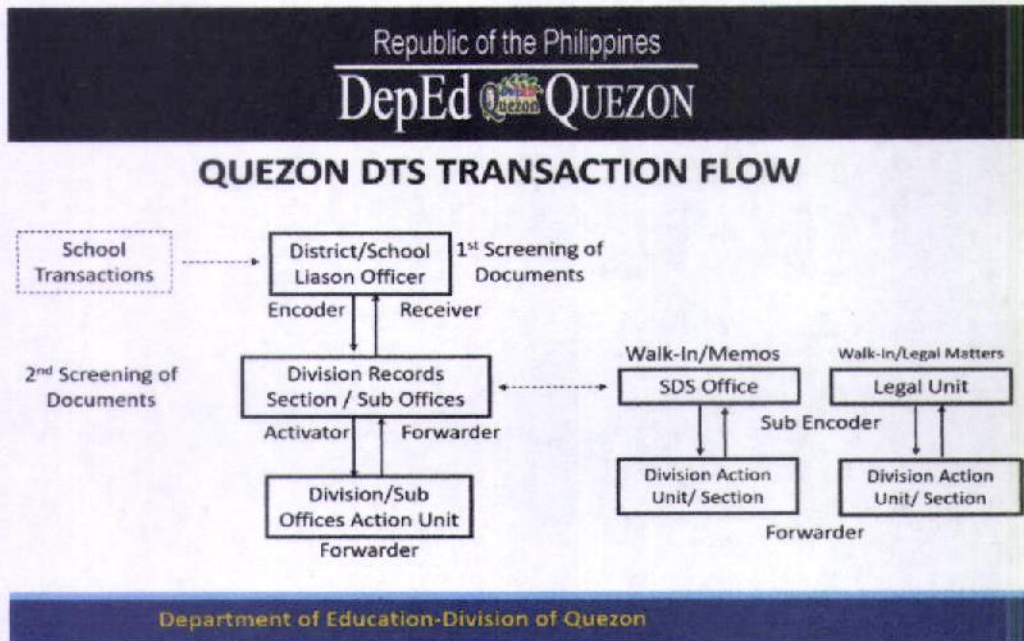






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**14. Transaction Flow**



**15. Number of Registered Accounts**

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**QUEZON DTS ONLINE REGISTERED ACCOUNTS**

District Liaison Officers	
1 <sup>st</sup> Congressional District - 45	Division DTS In-Charge - 32
2 <sup>nd</sup> Congressional District - 31	Sub Offices In-Charge - 6
3 <sup>rd</sup> Congressional District - 66	Admin Account - 1
4 <sup>th</sup> Congressional District - 72	Total - 39 Accounts
Total - 214 Accounts	

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ATTACHMENT NO. 2

**DEPED QUEZON UPDATED DOCUMENT FLOW (DIVISION OFFICE TRANSACTIONS)**

Table No. 1 - Office of the Assistant Schools Division Superintendent

Division	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Action Office No. 4	Acceptable Signature
OASDS	IPCRF	3 copies of Master Teacher IPCRF (ASDS copy, HR Copy and District copy)	Hard Copy	Complex	Records Section	ASDS Office Reviews/checks and approved the IPCRF of Master Teacher	Records Section releases the approved IPCRF of Master Teacher	N/A	Authentic
		3 copies of OPCRF (ASDS copy, HR Copy and District copy)	Hard Copy	Complex	Records Section	ASDS Office signs as Recommending Approval of OPCRF	SDS Office through SDS signs the Approval of OPCRF	Records Section releases the approved OPCRF of Master Teacher	Authentic
	Request of Rating (School Heads/MTs/HTs)	Request Letter of Applicant	Hard Copy	Simple	Records Section	ASDS Office Verify the request, prepares certification and signed by the ASDS in charge	Records Section releases signed certification	N/A	Authentic
	Travel Authority within the Division (School Heads)	Division Memorandum	Hard Copy	Simple	Records Section	ASDS Office approves the	Records Section releases the	N/A	Authentic

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Travel Authority outside the Division but within CALABARZON	Regional Memorandum	Hard Copy	Simple	Records Section	ASDS Office approves the authority to travel	Records Section releases the approved authority to travel	N/A	Authentic
Itinerary of Travel and Certificate of Travel Completed	Memorandum, Certificate of Appearance and Approved Authority to Travel	Hard Copy	Simple	Records Section	ASDS Office Verify the completeness of the documents and approved the itinerary and certificate of travel completed	Records Section releases the approved itinerary and certificate of travel completed	N/A	Authentic

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**Table No. 2 – Legal Unit**

Unit	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Action Office No. 4	Action Office No. 5	Acceptable Signature
Legal	Complaint	Letter- Complaint	Hard Copy	Complex	Records	SDS	Legal	SDS	Records	Authentic
	Correction of Entries in Scholastic Records	<ol style="list-style-type: none"> <li>1. Application Form (RM No. 280, s.2019)</li> <li>2. Certificate of Live of Birth issued by PSA</li> <li>3. Certified True Copy of Form 137 or FS 9 or Diploma whichever is applicable</li> <li>4. Affidavit of two (2) Disinterested Persons</li> <li>5. Other documents as may be required by the Attorney III or Legal Coordinator in order to prove the application</li> </ol>	Hard Copy	Complex	Records Section through Records Officer receives and checks the completeness of documentary requirements	Legal Unit process the request according to the guidelines stipulated in RM No. 280, s. 2019	OSDS	Records Section releases request to the client	N/A	Authentic
	Certificate of pending/no pending case	Letter-request	Hard Copy	Simple	Records	OSDS	Legal	Records	N/A	Authentic

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**Table No. 3 – Information and Communications Technology Unit**

Unit	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Acceptable Signature
ICT	Request for New DepEd Email	Letter of Request indicate employee no., full name, bdate and personal email and attached photocopy of School I.D.	Soft Copy	Complex	Records Section receives and checks the completeness of documentary requirements	Personnel verifies if the applicant is a regular employee	ICT download the request letter and create new DepEd email	Digital Signature
	Request for DepEd Email Password Reset	Letter of Request indicate employee no., fullname, bdate and personal email and attached photocopy of School I.D.	Soft Copy	Simple	Records Section receives and checks the completeness of documentary requirements	ICT download the request letter and reset the deped email	N/A	Digital Signature
	Request for School DepEd Email Password Reset	Letter of Request indicate School ICT Employee no., Full Name,	Soft Copy	Simple	Records Section receives and checks the completeness of documentary requirements	ICT download the request letter and reset the school DepEd email	N/A	Digital Signature

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	Bdate and DepEd Email and attached photocopy of School I.D.						Digital Signature
Request for New Office 365 Account/Reset Account:	Letter of Request indicate employee no., fullname, bdate and personal email and attached photocopy of School I.D.	Soft Copy	Simple	Records Section receives and checks the completeness of documentary requirements	ICT download the request letter and create or reset the Office 365 Account	N/A	Digital Signature
Request for School Office 365 Account Password Reset	Letter of Request indicate School ICT Employee no., Fullname, Bdate and DepEd Email and attached photocopy of School I.D.	Soft Copy	Complex	Records Section receives and checks the completeness of documentary requirements	ICT download the request letter and reset the School Office 365 Account	N/A	Digital Signature

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**Table No. 4 – Accounting Section**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Action Office No. 4	Action Office No. 5	Acceptable Signature
Accounting	Fidelity Bond (Non-IUs)  Liquidation report Forms (LR, CDR, RCI, PR, Abstract of Canvass, Canvass, PO, IAR, WMR, ICS, )	N/A  Checklist varies according to expenses; Checklist was given directly to school heads/ADAS	Hard copy	Simple	Records Sections	Accounting Section - for checking and initial only on certificate of accountability	Legal Unit	ASDS Office	Records Section	Authentic
				Simple	Accounting Section - for pre-audit of report	COA - for submission for post-audit	N/A	N/A	N/A	Authentic

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**Table No. 5 – Budget Section**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Action Office No. 4	Action Office No. 5	Acceptable Signature
<b>Budget</b>	Request for Substitute Teacher and Maternity Double Pay	Request letter from school(indicate the name of school, teacher and date inclusions)	Hard Copy	Simple	OSDS Office Attach router slip.	Personnel Section Attach Indorsement signed by Section Head.	Budget Section Attach Certificate of Funds Availability signed by Budget Officer III.	Records Section Released DTS document with signed certification.	N/A	Authentic
	Quarter End Reports - IUs	Attached FARs	Hard Copy	Simple	Budget Office	Records	Regional Office	N/A	N/A	Authentic
	Realignment - IUs	Attached Justification Letter, realignment forms (APSA and MAF)	Hard Copy	Simple	Budget Office For signature of Budget Officer	OSDS Office For signature of SDS	Budget Office Get Budget Copy	Records Section Released DTS document with signed Realignment form	N/A	Authentic
	Funding Request	Funding Request and other documents required by RO	Hard Copy	Simple	Budget Office	OSDS Office For signature of SDS	Budget Office Get Budget Copy	Records Section	Regional Office/DBM	Authentic

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Budget Proposal	Hard Copy	Simple	Budget Office	N/A	N/A	N/A	N/A	N/A	Authentic
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**Table No. 6 – Administrative Services Unit**

Unit	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Action Office No. 4	Action Office No. 5	Action Office No. 6	Remarks Acceptable Signature
Administrative Services	Provident Loan	Tinyurl	Hard Copy	Complex	Records	Admin	Accounting Section	N/A	N/A	N/A	Authentic
	GSIS (GFAL, Top-Up, Computer Loan, Educational Loan -Hard Copy)	N/A	Hard Copy	Simple	Records	Admin	Records	N/A	N/A	N/A	Authentic
	GSIS Loan (MPL, Policy, Emergency Loan-On-line)	N/A	Hard Copy	Complex	Records	Admin	Records	N/A	N/A	N/A	Authentic
	PhilHealth	N/A	Hard Copy	Simple	Records	Admin	Records	N/A	N/A	N/A	Authentic
	Pag-IBIG (MPL)	N/A	Hard Copy	Simple	Records	Admin	Records	N/A	N/A	N/A	Authentic
Payment of Salaries/Bonus	Tinyurl	Hard Copy	Complex	Records	Admin	SDS	Budget	Accounting	Cashier	Authentic	

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Integration	Tinyurl	Hard Copy	Complex	Records	Admin	Accounting	SDS	N/A	N/A	Authentic
Request for ARA	N/A	Hard Copy	Simple	Records	Admin	N/A	N/A	N/A	N/A	Authentic
SALN	N/A	Hard Copy	Simple	Records	Admin	Records	N/A	N/A	N/A	Authentic
IPCRF (Non-Teaching Field Personnel)	N/A	Hard Copy	Simple	Records	Admin	Records	N/A	N/A	N/A	Authentic

**Table No. 7 – Personnel Section**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Action Office No. 4	Action Office No. 5	Action Office No. 6	Action Office No. 7	Action Office No. 8	Action Office No. 9	Acceptable Signature
Personnel	Form 7/DTR/IDLAR of School Heads/PSDSs	NA	Hard Copy	Complex	Records	Personnel	CID (for PSDSs)	Admin	N/A	N/A	N/A	N/A	N/A	Authentic
	DTR of SDO Personnel	NA	Hard Copy	Simple	Personnel	Admin	Personnel	N/A	N/A	N/A	N/A	N/A	N/A	Authentic
	Permit to Study/Teach	NA	Hard Copy	Simple	Records	Personnel	SDS	Records	N/A	N/A	N/A	N/A	N/A	Authentic
	Request to Travel Abroad	Tinyurl	Hard Copy	Complex	Records	Personnel	Supply	Accounting	Legal	Admin	SDS	Personnel	Records	Authentic

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Request for Transfer	Tinyurl	Hard Copy	Simple	Records	SDS	Personnel	ASDS	ASDS/SDS	Records	N/A	N/A	N/A	N/A	N/A	Authentic
Appointments/Promotion / Reclassification	Tinyurl	Hard Copy	Complex	Records	Personnel	ASDS	SDS	Personnel	Personnel	N/A	N/A	N/A	N/A	N/A	Authentic
Return to Service	Tinyurl	Hard Copy	Simple	Records	Personnel	ASDS	SDS	Personnel	Records	Records	N/A	N/A	N/A	N/A	Authentic
Change of Name Due to Marriage	Tinyurl	Hard Copy	Simple	Records	Personnel	ASDS	Personnel	Personnel	Records	Region	N/A	N/A	N/A	N/A	Authentic
Leave of Absence	Tinyurl	Hard Copy	Simple	Records	Personnel	ASDS	Personnel	Personnel	Records	N/A	N/A	N/A	N/A	N/A	Authentic
Request for Service Credits	Tinyurl	Hard Copy	Simple	Records	Personnel	ASDS	Personnel	Personnel	Records	N/A	N/A	N/A	N/A	N/A	Authentic
Notice of Salary Increase	Tinyurl	Hard Copy	Complex	Records	Personnel	ASDS	Personnel	Personnel	Records	N/A	N/A	N/A	N/A	N/A	Authentic
Notice of Salary Adjustment	Tinyurl	Hard Copy	Complex	Records	Personnel	ASDS	Personnel	Personnel	Records	N/A	N/A	N/A	N/A	N/A	Authentic
Division Clearance of Transferred Personnel	Tinyurl	Hard Copy	Complex	Records	Personnel	Supply	Accounting	Accounting	Legal	Admin	SDS	Personnel	Personnel	Records	Authentic
Renewal of Provisionary Appointment	Tinyurl	Hard Copy	Complex	Records	Personnel	ASDS	SDS	SDS	Personnel	CSC	N/A	N/A	N/A	N/A	Authentic

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Salary of Substitute Personnel	NA	Hard Copy	Simple	Records	Admin	Personnel	Budget	Records	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Authentic
Maternity Double Pay (Elementary and Secondary)	NA	Hard Copy	Simple	Records	Admin	Personnel	Budget	Records	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Authentic
Request of Rating (Teacher I Applicants)	Letter request	Hard Copy	Simple	Records	Personnel	ASDS	Records	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Authentic
Request for DepEd Email	Letter request	Hard Copy	Simple	Records	Personnel	ICT	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Authentic
Certificate of Employment	Letter request	Hard Copy	Simple	Records	Personnel	Records	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Authentic
Application Letter (Non-Teaching Personnel)	Memo	Hard Copy	Complex	Records	Personnel	CID	ASDS	Records	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Authentic
Retirement/Resignation	Tinyurl	HARDCO PY	Complex	Records	Personnel	Supply	Accounting	Legal	Admin	SDS	Personnel	Records	Authentic			
Service Record (Secondary)	Tinyurl	Hard Copy	Simple	Records	Personnel	Records	N/A	N/A	N/A	N/A	N/A	N/A	Authentic			

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**Table No. 8 – Records Section**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Acceptable Signature
Records	Certification, Authentication, and Verification (CAV)	<p><b>PUBLIC GRADUATE</b></p> <ol style="list-style-type: none"> <li>1. Original Diploma (with 3 Certified Photo Copy)</li> <li>2. Original Form 137 (with 3 Certified Photo Copy)</li> <li>3. Certificate of Graduation (Latest and Original) (with 3 Xerox Copy)</li> <li>4. List of Graduates/Year Book (duly Certified Correct by the Authorized Officials)</li> <li>5. Birth Certificate (3 Xerox Copy)</li> <li>6. 2pcs Passport size ID picture</li> </ol> <p><b>PRIVATE GRADUATE</b></p> <ol style="list-style-type: none"> <li>1. Original Diploma (with 3 Certified Photo Copy)</li> <li>2. Original Form 137 (with 3 Certified Photo Copy)</li> <li>3. Certificate of Graduation (Latest and Original with 3 Xerox Copy)</li> <li>4. (for High School Graduate Only) Copy of Special Order (duly Certified Correct by the Authorized Officials)</li> <li>5. List of Graduates if the said Schools is Accredited by ex. (PAASCU)</li> <li>6. Birth Certificate (3 Xerox Copy)</li> <li>7. 2pcs Passport size ID picture</li> </ol>	Hard Copy	Complex	Records Section verifies the appropriate ASR and prepares certification	Admin Unit through AO V, signs certifications	Records Section releases signed certification	Authentic Signature

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**Table No. 9 – Property and Supply Section**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Action Office No. 4	Action Office No. 5	Action Office No. 6	Action Office No. 7	Action Office No. 8	Action Office No. 9	Acceptable Signature
Property and Supply	Division Clearance of Transferred Personnel	Return Slip or Property Transfer Report	Hard Copy	Complex	Records	Personnel	Supply	Accounting	Legal	Admin	SDS	Personnel	Records	Authentic
	Retirement/Resignation	Return Slip or Property Transfer Report	Hard Copy	Complex	Records	Personnel	Supply	Accounting	Legal	Admin	SDS	Personnel	Records	Authentic
	Travel Abroad	Tinyurl	Hard Copy	Complex	Records	Personnel	Supply	Accounting	Legal	Admin	SDS	Personnel	Records	Authentic

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**Table No. 10 – Curriculum and Implementation Division (IMS)**

Division	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 2	Action Office No. 3	Action Office No. 4	Action Office No. 5	Action Office No. 6	Acceptable Signature
CID-IMS	Application for JDVP Partnership	<p>Letter of Intent of Interested private SHS, Non-DepEd SHSs, TESDA accredited Private TVIs to participate in the program</p> <p><b>For Private SHS/Non-DepEd Public SHS:</b></p> <p>Certified true copy of the Provisional Permit to offer SHS-TVL issued by DepEd</p> <p>Board Resolution indicating the intention to participate and to comply with SHS-TVL Curriculum Learning Standards, including absorptive capacity of 25 learners per class, Pedagogical Requirements, and Policies on Assessment and</p>	Hard copy	Simple	Records	CID IMS JDVP evaluation team	ASDS in charge of CID for initial	SDS	Regional office	N/A	N/A	Authentic

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	and Rating System based on DO 8, s. 2015										
	Attestation that the applicant partner is within the eight-kilometer radius from the listed qualified DepEd public SHS.										
	Certificate of Recognition from TESDA that it has the capacity to deliver the registered program with the preferred flexible learning mode, as indicated in the updated curriculum and Training Plan (TESDA Circular No. 62, s. 2020)										
	Training Plan indicating the flexible learning delivery mode to be employed										
Request for JDVP Billing	Billing Statement: a) Total Grantees and Amount Due b) Summary of Billing List of Excluded Learners (in case of drop out case)	Hard copy	Simple	Records	CID-IMS JDVP Focal	ASDS In Charge Of CID For Initial	SDS	Regional Office	N/A	N/A	Authentic

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	Printed and properly signed Landbank Savings or Current Account SDO Certification for Billing Authorization by Students to Bill										
Application for Additional Track/Strand/Specialization	Review of DM No. 202, s. 2019 to ensure the correctness of documents to be prepared for the application of additional track/strand/specialization. Letter of Intent addressed to the Regional Director with indicated additional track/strand/specialization, school year, and valid reasons/s for the request. Notarized certification using the DePED Quezon's prescribed template (see attachment of DM No. 202, s. 2019) List of Teachers who will handle the subjects for the additional track/strand/specialization	Hard Copy Two sets of compiled documents in separated folder	Complex	Schools District Office	Records Section	CID-IMS (SHS Division Focal Person)	Office of the ASDS	Office of the SDS	Regional Office	Division Liaison Officer	Authentic

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applied for using the prescribed template (see DM No. 202, s. 2019).
Copy of properly arranged appointment papers and proofs of eligibility of teachers such as transcripts of record (TOR), certificates of relevant trainings, and PRC issued license for teachers (if available).
Properly signed school program and teacher's class programs
Photo documentation of required/prescribed facilities such as classrooms and laboratories; laboratory equipment; learning materials; laboratory tools/apparatus
List of possible work immersion industries/ partners using Annex G of DM No. 202, s. 2019

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<p>Request for Offering of Summer Classes</p>	<p>Other relevant documents such as list of learning materials and laboratory materials/equipment</p>	<p>Letter of intent to offer summer classes with indicated valid reasons for the request</p>	<p>Hard copy</p>	<p>Simple</p>	<p>Records Section</p>	<p>CID-IMS</p>	<p>Office of the ASDS</p>	<p>Office of the SDS</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>Authentic</p>
<p>Request for Offering of Summer Classes</p>	<p>Letter of intent to offer summer classes with indicated valid reasons for the request</p>	<p>List of learners to be provided with summer classes with indicated subjects to be taken per learner, reason/s for taking the subject/s (Note: In case of failing grade, indicate the rating obtained by the learner.)</p>	<p>List and qualification of teachers to handle summer classes</p>	<p>Copy of school program and teachers' programs for summer classes</p>	<p>Parent's consent with signature of the learners and their parents indicating the intention to</p>							

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Request to Modify the Curriculum Programming for Senior High School	engage the learners in summer classes	Had copy	Simple	Records Section	CID-IMS	Office of the ASDS	Office of the SDS	N/A	N/A	N/A	Authentic
	Letter of request addressed to the SDS indicating the valid reason/s for making the request	Documents to support the reason/s for making the request									

**Table No. 11 – Learning Resources Management and Development System**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Action Office No. 4	Action Office No. 5	Action Office No. 6	Acceptable Signature
<b>LRMDS</b>	Quality Assurance of Submitted Localized Materials and other Academic References	A. Learning Resource for Evaluation B. Indorsement from PSDS C. District Evaluation Results	Hard copy	Complex	Records (Receiving)	LR (Initial Processing)	IMS/LR (Quality Assurance)	LR (Final Processing)	ASDS/SDS (Approval)	Records (Releasing)	Authentic

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**Table No. 12 – Library Hub**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Acceptable Signature
Library Hub	Borrowing of Reading Materials	1. Request Letter (Addressed to the SDS thru the Division Librarian). 2. Borrower's Valid ID.	Hard Copy	Complex	Records Section (Receiving)	Library Hub (For Processing and Releasing)	Authentic
	Returning of Reading Materials	1. Narrative Report on the utilization of borrowed reading materials. 2. Copy of received "Borrowing and returning transaction form"	Hard Copy	Simple	Library Hub (Receiving and Filing)	N/A	Authentic
	Storytelling Activity (Face-to-Face only)	Before the Activity 1. List of Potential Storytellers and school participants (PSSDs). During the Activity 1. Parent's/Guardian's Consent. (Learners) 2. Learning/Activity Plan (Storyteller)	Hard Copy	Complex	Library Hub (Receiving, Processing and Filing)	N/A	Authentic

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**Table No. 13 – Private Schools**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 2	Action Office No. 3	Action Office No. 4	Action Office No. 5	Action Office No. 6	Acceptable Signature
Private Schools	Application of Permit to Operate	<b>Documentary Requirements For Endorsement Of Application For Renewal Of Government Permit/Recognition</b> 1. Application letter stating nature of Government Permit being applied for 2. Transfer Certificate of Title in the name of school or incorporation (TCT) 3. Certificate of Occupancy (Institutional/Educational) 4. Deed of Donation/Usufruct/Use (50 yrs max.) 5. Latest Government Permit (for Renewal and	Softcopy For SHS - hardcopy	Complex	Record Section receives the hard copy of documentary requirements CID-Private for Online Submission downloads the documentary requirements	CID Private • for hard copy and soft copy, evaluates the requirements • conducts ocular inspection • prepares attestation	SDS OFFICE signs the attestation/endorsement through SDS	Record Section Release the Attestation/endorsement and forward to the Regional Office thru Liaison Officer	N/A	N/A	N/A	Authentic Signature

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	<p>Recognition)          6. LIS and BEIS          Compliance form for the          previous School Year          (for Renewal and          Recognition)</p> <p><b>Requirements For          Endorsement Of          Application For          New Government          Permit</b></p> <ol style="list-style-type: none"> <li>1. Notarized          Comprehensive          Feasibility Study</li> <li>2. Board Resolution          Certified by the          Corporate Secretary          Course and          Curriculum Offering          Letter of Intent</li> <li>3. Articles of          Incorporation and SEC          Registration</li> <li>4. Copy of TCT of the          school site in the name          of school or incorporator          Lease Contract          Agreement (minimum of          10 years)</li> </ol>										
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	<p>Deed of Use/Donation (if TCT is not in the name of school)</p> <p>5. Certificate of Occupancy (Institutional/Educational)</p> <p>6. Latest Government Permit (for new additional level application)</p> <p>7. LIS and BEIS Compliance Form for the previous School Year (for new additional grade/year level</p> <p>8. Proposed tuition fee and other school fees with 70%-30% allotment, notarized and signed by authorized school official</p> <p>9. Certificate of Membership (SSS, Philhealth, etc.)</p> <p>10. Class Program (with administrator and faculty credentials)</p> <p>11. Proposed Budget approved by BOT/BOD</p>											
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<p>12. Joint Notarized Attestation</p>	<p><b>Documentary Requirements For Endorsement Of Application For Senior High School Program</b></p> <p>1. Board resolution certified by the chairperson of the Board or the school heads, indicating the purpose, school year of intended operation, and the SHS Curriculum or tracks and strands to be offered</p> <p>2. A copy of the Certificate of Recognition for the secondary education program or training program or higher education program and, if applicable, the Certificate of Accreditation from a FAAP-recognized</p>										
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	<p>accrediting agency or by the Asia Pacific Accreditation and Certification Commission (APACC)</p> <p>3. Proposed tuition and other fees;</p> <p>4. School calendar;</p> <p>5. List of academic and non-academic personnel and their qualifications, job descriptions, teaching load and number of working hours per week;</p> <p>6. Data on existing facilities, which will be utilized for the SHS tracks/strands, such as instructional rooms, laboratories, workshop rooms, learner resource center or library, equipment, and internet facilities; and</p> <p>7. A copy of the Memorandum/Memoranda of Agreement for partnership arrangements relative to</p>									
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## Department of Education

Region IV-A

SCHOOLS DIVISION OF QUEZON PROVINCE

	<p>the SHS program implementation. These arrangements may include, among others, the engagement of stakeholders in the localization of the curriculum, the provision of equipment and laboratories and workshops, and the organization of career guidance and youth formation activities</p> <p>8. SEC Registration</p> <p>9. Transfer Certificate Title/Deed of Use</p> <p>13. Child Protection/Anti-Bullying Committee Members and Child Protection Policy and Anti-Bullying Policy.</p>									
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Request for Special Order	<ol style="list-style-type: none"> <li>1. Graduation Form (Form 9)</li> <li>2. Form 137 (previous school and current school)</li> <li>3. Photocopy of Government Permit (per track, strand, specialization)</li> <li>4. Birth Certificate (PSA)</li> <li>5. Summer Class Permit (for those schools which offered summer class)</li> <li>- Certification/report card, for students with summer class</li> <li>6. List of graduating students (hard &amp; soft copy)</li> <li>- Alphabetical: Male and Female</li> </ol>	Hard Copy	Complex	<b>Record Section</b> Receives the documentary Requirements	<b>CID-Private</b> <ul style="list-style-type: none"> <li>• Evaluates the requirements</li> <li>• Prepares Indorsement</li> </ul>	<b>SDS Office</b> SDS signs the indorsement	<b>Record Section</b> Release the documents and forward to the Regional Office thru Liaison Officer	N/A	N/A	N/A	Authentic Signature
Request for Tuition Fee Increase and Indorsement to SEC	<b>List Of Requirements For Tuition Fee Increase</b> <ol style="list-style-type: none"> <li>1. A certification under oath signed by the</li> </ol>	Hard Copy	Simple	<b>Record Section</b> receives the documentary requirements	<b>CID Private</b> <ul style="list-style-type: none"> <li>• Evaluates the requirements</li> </ul>	<b>SDS office</b> SDS signs the indorsement	<b>Record Section</b> Release the documents and forward	N/A	N/A	N/A	Authentic Signature

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	<p>School Head that appropriate consultations for the forthcoming SY _____ have been conducted by the school administration with dulyorganized parents and teachers associations, or their equivalent in the absence of such organizations;</p> <p>2. Information on the nature of consultations, including any formal objections raised during the consultation. Such formal objections if made, including counter-proposals where offered, shall form part of the information required in _____</p> <p>3. A certification of the certification of consultation; and _____</p> <p>3. A certification under oath signed by the school head that seventy</p>				<p>• Prepares indorsements</p>		<p>to Regional Office thru Liaison or hand carry of the client</p>			
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	<p>percent (70%) of the amount of tuition fee increase in SY _____ will go to the payment of salaries, wages, allowances and other benefits of teaching and non-teaching personnel except administrators who are principal stockholders of the school, including such increases as may have been provided for in collective bargaining agreements existing or in the force at the time when R.A. 6728 was approved and made effective; and at least thirty (30%) will go to the improvement or modernization of buildings, equipment, libraries, laboratories and similar facilities and to the payment of other costs of</p>										
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	<p>operations.</p> <p>4. Financial statement showing the financial status of the school duly certified by a certified public accountant; and</p> <p>5. Copy of the last tax return, filed with the Bureau of Internal Revenue.</p> <p>6. Correct format for proposed tuition fee increase signed by the school head with 70% and 30% allocation (Notarized)</p> <p><b>Requirements For Endorsements For Region To Sec</b></p> <ol style="list-style-type: none"><li>1. Letter of Intent</li><li>2. Articles of Incorporation</li><li>3. Treasurer's Certificate or Bank Certificate</li><li>4. Affidavit of Attestation to be</li></ol>									
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	executed by the members of the Board of Trustees (They must attest that they were never involved in any illegal/unauthorized operation of private school)			<b>Record Section</b> Receives documentary requirements from the school applying for closure.	Private Schools Checks and evaluates the documentary requirements as to completion	SDS Office SDS signs the certificate completion and indorsement	Record Section Release the documents and forward to Regional Office thru Liaison	N/A	N/A	N/A	Authentic Signature
Request for closure of Private School	1. Letter of Intent 2. Learners transfer credential	Hard Copy	Simple								

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**Table No. 14 – Guidance / Testing**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Action Office No. 4	Acceptable Signature
Testing	Certificate of EPT Rating	Request Letter Photocopy of Valid ID	Hard Copy	Simple	Records Office	SGOD-Testing	OSDS	Records Office	Authentic
	Monitoring Reports	N/A	Hard Copy	Simple	Records Office	SGOD	N/A	N/A	Authentic
	Accomplishment Reports	N/A	Hard Copy	Simple	Records Office	SGOD-Youth Formation	Records Office	N/A	Authentic
	Certificate of Recognition/ Participation	Request Letter Photocopy of Valid ID	Hard Copy	Simple	Records Office	SGOD-Youth Formation	Records Office	N/A	Authentic

**Table No. 15 – Education Facilities Section**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Action Office No. 4	Acceptable Signature
EFS	POW- MOOE	N/A	Hard Copy	Complex	RECORD SECTION- Receiving	EFS SECTION- for checking and Signature of Division Engineer	Record Section-for Releasing	N/A	Authentic Signature
		DEPEDQUEZON-SGO-EFS-04-031-003-	Hard Copy	Complex					

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Indorsement for Demolition of School Building	Checklist of Requirements DEPEDQUEZON-SGO-EFS-04-020-003-Template for Requirement no. 1	Hard Copy	Complex	RECORD SECTION- Receiving of Requirements and checking on correctness of Template Use.	EFS SECTION- checking of the submitted requirements and preparation of Indorsement	SDS Office- for Approval of the Indorsement	RECORD SECTION- For Releasing	Authentic Signature
	DEPEDQUEZON-SGO-EFS-04-021-003-Template for Requirement no. 2							
Consolidation Of Armchair Request Per Priority Schools	N/A DEPEDQUEZON-SGO-EFS-04-022-003-Template for Requirement no. 5			RECORD SECTION- Receiving of Request	EFS SECTION- gathered and consolidate the request and submits the consolidated request every quarter to Central/ Regional Office for possible funding	SDS Office- for Approval of the consolidated List of Schools with request	EFS SECTION- submits the consolidated List of Schools with request every quarter to Central/ Regional Office for possible funding	Authentic Signature

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**Table No. 16 – Monitoring and Evaluation**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Action Office No. 4	Action Office No. 5	Action Office No. 6	Acceptable Signature
M&E	AIP/WFP (Hard Copy)	N/A	Hard and Soft	Complex	Records	SME-SGOD	Chief-SGOD	ASDS Office	SDS Office	Records	Authentic
	AIP/WFP (Soft Copy)	N/A	Soft	Complex	SME-SGOD	Records	N/A	N/A	N/A	N/A	Digital
	SIP (Hard Copy)	N/A	Hard and Soft	Complex	Records	SME-SGOD	Chief-SGOD	ASDS Office	SDS Office	Records	Authentic
	SIP (Soft Copy)	N/A	Soft	Complex	SME-SGOD	Records	N/A	N/A	N/A	N/A	Digital
	TA Request Letter (Hard Copy)	N/A	Hard or Soft	Simple	Records	SDS Office	SME-SGOD	N/A	N/A	N/A	Authentic
	TA Request Letter (Soft Copy)	N/A	Hard or Soft	Simple	SME-SGOD	Records	N/A	N/A	N/A	N/A	Digital

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**Table No. 17 – Social Mobilization and Networking**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 2	Action Office No. 3	Action Office No. 4	Action Office No. 5	Action Office No. 6	Acceptable Signature
SocMob	Review of Memorandum of Agreement	MOA	Soft Copy	Complex	Records Office	SGOD - SMN	Legal Section	ASDS if necessary	SDS Office	SMN Section	Records for release	Authentic Signature

**Table No. 18 – Human Resource and Development**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Officer No. 1	Action Officer No. 2	Acceptable Signature
HRD	Nomination Form for Gawad Gintong Birhi	Nomination Form 1/Form 2/Form 3 Form 212 or Personal Data Sheet Certification from the Chairperson of the District PRAISE Committee Certification of no pending administrative, civil and criminal case Certification of Performance Writing	Hard /soft copy	Simple	Records	SGOD-HRD	Authentic

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	Copy of the recent CSC appointment <i>(For individual category only)</i>																			
	Authenticated and updated PRC License <i>(For individual category only)</i>																			
	Certification of no unliquidated cash advances signed by the Division Accountant																			

**Table No. 19 – Planning**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Action Office No. 4	Action Office No. 5	Action Office No. 6	Action Office No. 7	Acceptable Signature
Planning	Permission to Conduct Thesis ( <i>Data Sharing Agreement</i> )	Request Letter, Data Sharing Agreement	Hard Copy	Complex	Records Office	PAR - Planning	ICT Section	Administrative Section	SDS Office	Records Office	N/A	Authentic
	Request for Data ( <i>Request Letter</i> )	Letter ( <i>Data Sharing if involved Personal Data/Contacts</i> )	Hard/Soft Copy	Simple	Records Office	SDS Office	Planning (via Email)	N/A	N/A	N/A	N/A	Authentic
	School Form 7	SF7 ( <i>Consolidated/Complete d</i> )	Hard/Soft Copy	Simple	Records Office	PAR - Planning		N/A	N/A	N/A	N/A	Authentic

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Request for Teacher Items	Letter request with complete data and justification	Hard Copy	Complex	Records Office	SDS Office	SGOD	Planning	SGOD	ASDS	OSDS	Authentic
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**Table No. 20 – Research**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Action Office No. 4	Acceptable Signature
Research	Action Research	Indorsement from the PSDS	Hard Copy	Complex	Records Section	SGOD Clerk	SEPS for PAR	Records Section	Authentic
		Technical Assistance Form							
		Complete Research using the Division Template							

**Table No. 21 – School Titling**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Action Office No. 4	Action Office No. 5	Action Office No. 6	Acceptable Signature
School Titling	Request for Special Power of Attorney for Deed of Donation	1. Draft Copy of the Deed of Donation	Hard Copy	Complex	Records Section	SDS	SGOD	ASDS	SDS	Records	Authentic
		2. Proof of Ownership over the property subject of donation									

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	(Land Title, Transfer Certificate of Title, Special Patent)																	
	3. Tax Declaration																	
	4. Certificate of No Tax Delinquency																	
	5. Sangguniang Bayan Resolution																	
	6. Site Development Plan																	
	7. Survey Plan or Vicinity Map																	

**Table No. 22 – Health and Nutrition**

Section	Document Title	List of Requirements	Document Format	Type of Transaction	Action Office No. 1	Action Office No. 2	Action Office No. 3	Action Office No. 4	Action Office No. 5	Action Office No. 6	Action Office No. 7	Acceptable Signature
Health	Medical Certificate for Newly Hired Personnel	Laboratory results	Hard copy	Simple	Records	Personnel	Health Section	N/A	N/A	N/A	N/A	Authentic
		Medical Certificate										
		duly signed by any										
		Gov't Physician										
		Surgical Procedure										
Histopathology												

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	Medical Certificate																		
	Discharge Summary																		
Medical Certificate for Fit to Work / Return to Work	Medical Certificate issued by the attending physician	Hard copy	simple	Records	Personnel	Health Section	N/A	N/A	N/A	N/A	N/A	N/A	N/A						Authentic
SHS PAPS Proposal	HRTD Form (template) for Project, Activities, Programs	Hard copy	complex	Records	Health Section	M & E - for QA	SGOD- Chief	ASDS	SDS					HRTD / SHS					Digital

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