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01/07/2025  
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Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

**OFFICE MEMORANDUM**  
OM No. 007, s. 2025

06 January 2025

**MONITORING OF PENDING TRANSACTIONS IN QUEZON'S ONLINE DOCUMENT TRACKING SYSTEM (QODTS) FOR DECEMBER 2024**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Unit and Section Heads  
Division Office / Sub-Office DTS in Charge  
All Others Concerned

As part of the monthly monitoring of pending transactions in QODTS, this Office issued an Office Memorandum detailing the Top 10 units/sections with the **highest pending transactions** in the system and the units/sections showing the **most significant decrease** in pending transactions for **December 2024**. Please see Tables 1 and 2.

**Table 1. Top 10 Units/Sections with the Highest Pending Transactions**

Rank	Unit/Section	No. of Pending Transactions	DTS-in-Charge
1	HR 4	3319	Lemuel B. Quitain
2	Accounting	2677	Hector C. Salivia Maria Elvira M. Carimpong
3	HR 2 and 3	2029	Lemuel B. Quitain
4	Cash	1561	Connie T. Abulencia
5	CID	1561	Raymond Q. Nieva Dessa Marie B. Dalmacion
6	Personnel	1337	Lemuel B. Quitain
7	Accounting (PS)	1020	Jerico L. Avila
8	Personnel Payroll	1006	John Mark R. Obciana
9	HR 1	875	Lemuel B. Quitain
10	Office of the ASDS	815	Marissa L. Maragay Rena R. Rodil Marinel L. Obmerga

DEPEDQUEZON-TM-SDS-04-010-005



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**Table 2. Top 10 Units/Sections with the Most Significant Decrease in Pending Transactions**

Rank	Unit/Section	No. of Pending Transactions (November)	No. of Pending Transactions (December)	Percentage	DTS-in-Charge
1	Legal	49	0	100%	Jackqueline D. Nuyda Penelope Ann A. Villaflores
2	Records 3	57	0	100%	Aira May C. Perez
3	Accounting (Liquidation 1st & 3rd)	65	1	98.46%	Lorena G. Abdon
4	Records 1	51	1	98.04%	Amador V. Capinpin
5	EFS	9	1	88.89%	Amy T. Misa
6	Admin Payroll (GSO)	100	27	73.00%	Anna Lou P. Peña
7	Personnel (GSO)	50	21	58.00%	Jhan Ely Marie Agaton
8	Planning	777	390	49.81%	Mark Roe Esmerna
9	Records 2	203	169	16.75%	Roseth M. Flancia
10	SGOD	368	331	10.05%	Jessica C. Mendoza Jemaica V. Alvarez
<b>***Nothing Follows***</b>					

To ensure an efficient flow of transactions across all units/sections, this Office requested the Unit/Section Heads involved in Table 1 to **perform DTS Housekeeping and take necessary steps to expedite the completion of pending transactions.** This Office reiterates the importance of adhering to the **prescribed processing times** mandated by **RA No. 11032**, also known as the **An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services.** The specified processing times are as follows:

- Simple Transactions: 3 working days
- Complex Transactions: 7 working days
- Highly Technical Transactions: 20 working days

Attached is an infographic outlining the 12 key points about RA No. 11032 for your reference.

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Additionally, we extend heartfelt congratulations to the units and sections that have achieved the most significant reduction in pending transactions.

Immediate dissemination of this Office Memorandum is desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

sop10/06/2025

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# 12

## Things to Know About Ease of Doing Business and Efficient Government Service Delivery Act of 2018

### 1 Prescribed Processing Time

All government agencies, national or local, Government Owned and Controlled Corporations (GOCCs), government instrumentalities located in the Philippines or abroad shall comply with prescribed processing time as follows:

- 3** working days  
Simple Transactions
- 7** working days  
Complex Transactions
- 20** working days  
Highly Technical Transactions

### 3 Streamlined Procedures for Securing Fire Clearances and Certificates

Bureau of Fire Protection officials and employees are not allowed to sell, offer or recommend specific brands of fire extinguishers and other fire safety equipment.

Issuance of fire safety evaluation clearance (FSEC), Fire Safety Inspection Clearance, and Certification of Fire Incident (CFI) **now streamlined**.

BFP shall now be co-located in the **Business One Stop Shop (BOSS)** or area designated by the city/municipality

### 2 Streamlined Procedures for the Issuance of Local Business Licenses, Clearances, Permits, or Authorizations.

- Unified** Business Application Form
- Automation of** Business Permits and Licenses (LGUs)
- Barangay clearances and permits are now issued at the city or municipality

### 4 Automatic Approval

In case an agency fails to approve or disapprove an original application within the prescribed processing time, the said application shall be deemed approved.

- Amount of fees (if necessary)
- Procedure to obtain a particular service

### 5 Citizen's Charter

All government agencies shall set up current and updated Citizen's Charter to indicate in detail the:

- Checklist of requirements for each type of application or request
- Person/s responsible for each step
- Maximum time to complete the process
- Procedure for filing complaints

### 6 Zero Contact Policy

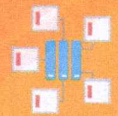
No contact in any manner with any requesting party concerning an application or request except during submission of documents.

### 7 Central Business Portal

DICT to establish central business portal to receive and capture application data on business-related transactions, and provide links to online registration of national government agencies

## 8

### Philippine Business Databank (PBD)



PBD shall provide NGAs/LGUs access to data and information to verify the validity, existence of business entities. Applicants need not submit the same documentary requirements previously submitted.

## 9

### Interconnectivity Infrastructure Development

Processing and approval of licenses, clearances, permits, or authorizations for the installation and operation of telecommunication, broadcast towers, facilities, equipment and service shall be expedited.

## 11

### Creation of the EODB / Anti-Red Tape Advisory Council



The Ease of Doing Business/Anti Red Tape Advisory Council shall be a 7-person policy and advisory body, composed of DTI Secretary (Chair), ARTA Director General (Vice-Chair), DOF, DICT, and DILG Secretaries, and two representatives from the private sector, as members.

## 10

### Creation of the Anti-Red Tape Authority

Under the Office of the President (OP), the Anti Red Tape Authority (ARTA) shall among others:

- a. Implement and oversee national policy on anti-red tape and ease of doing business and implement reforms to improve competitiveness ranking
- b. Monitor compliance of agencies and issue notices to erring and non-complying government employees and officials
- c. Initiate investigation, *motu proprio*, or upon receipt of a complaint, or file cases for violations
- d. Review proposed major regulations of government agencies, using submitted regulatory impact assessments

## 12

### Penalties

2 STRIKE policy for government officials and employees found in violation of EODB/EGSDA



**FIRST OFFENSE.** Administrative liability with six (6) months suspension. Except for fixing or collusion with fixers where the Revised Penal Code shall apply.



**SECOND OFFENSE.** Administrative and criminal liability

- dismissal from the service
- perpetual disqualification from holding public office
- forfeiture of retirement benefits
- imprisonment of one (1) year to six (6) years
- fine of not less than P500K but not more than P2M

Any person who commits any act such as but not limited to bribery, extortion or malicious solicitation of favor shall be criminally liable and shall be punished under the Revised Penal Code and other special laws