



Republic of the Philippines
Department of Education
REGION IV-A – CALABARZON

ADMINISTRATIVE SERVICES DIVISION OPERATIONS MANUAL



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INTRODUCTION

Effective as of April 27, 2023

The Administrative Services Division provides the regional office with efficient, economical, and effective services relating to personnel information, records, delivery and receipt of correspondence, supplies, equipment, collection, disbursement security and custody of property, and reportorial work to oversight agencies, that are compliant with existing laws, rules, and regulations to ensure an enabling and supportive environment to the Regional Office operations.

It ensures the productivity and performance of the Regional Management in delivering the core business of the Regional Office and provides assistance to the Schools Division Offices in partnership with the promotional personnel for the attainment of the vision and mission of the Department. It also provides the regional management with technical advice in the management and administration of the regional office.

The Administrative Services Division has the following sections/unit:

The Asset Management Section provides and gives equitable service to the delivery of basic education assets, supplies; Instructional Materials, and needed resources and ensure efficient delivery of the Property and Supply Management System in accordance with COA rules and regulations.

The Procurement Unit supports the Bids and Awards Committee (BAC) and end-users for the timely procurement of PPAs per Republic Act 9184 and its 2016 R-IRR.

The Cash Section provides services to the Regional Office related to cash collections, disbursements, liquidations, and preparation of reports to the accounting office to ensure proper utilization and timely disbursement of funds and liquidation of cash advances to pay for government obligations following accounting and auditing rules and regulations.

The Personnel Section ensure the recruitment and selection of personnel, tracking their movement within the organization, the timely receipt of their compensation and mandated benefits, and providing personnel-related formation by managing the employee database records.

The Records Section provides administrative support to the management and staff of the region to ensure the receipt, recording, and distribution of official correspondence and documents, safekeeping, preservation, and retrieval of records and files of operational, legal, and historical value, and the disposition of files and records according to existing laws and policies through the establishment and maintenance of an effective and efficient records management system in the regional office and provision of technical assistance to the schools division offices.

The General Services Unit ensures efficient, economical, and effective general support services relating to the safety and security of office personnel, premises,



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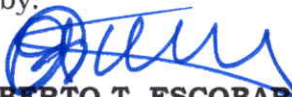
documents, and properties; ground and landscape maintenance, building and office facilities maintenance and motor pool services in order to provide the regional office personnel with a safe, clean, and healthy environment conducive to the effective performance of their respective functions and delivery of services.

This Operational Manual is intended for the Administrative Services Division.

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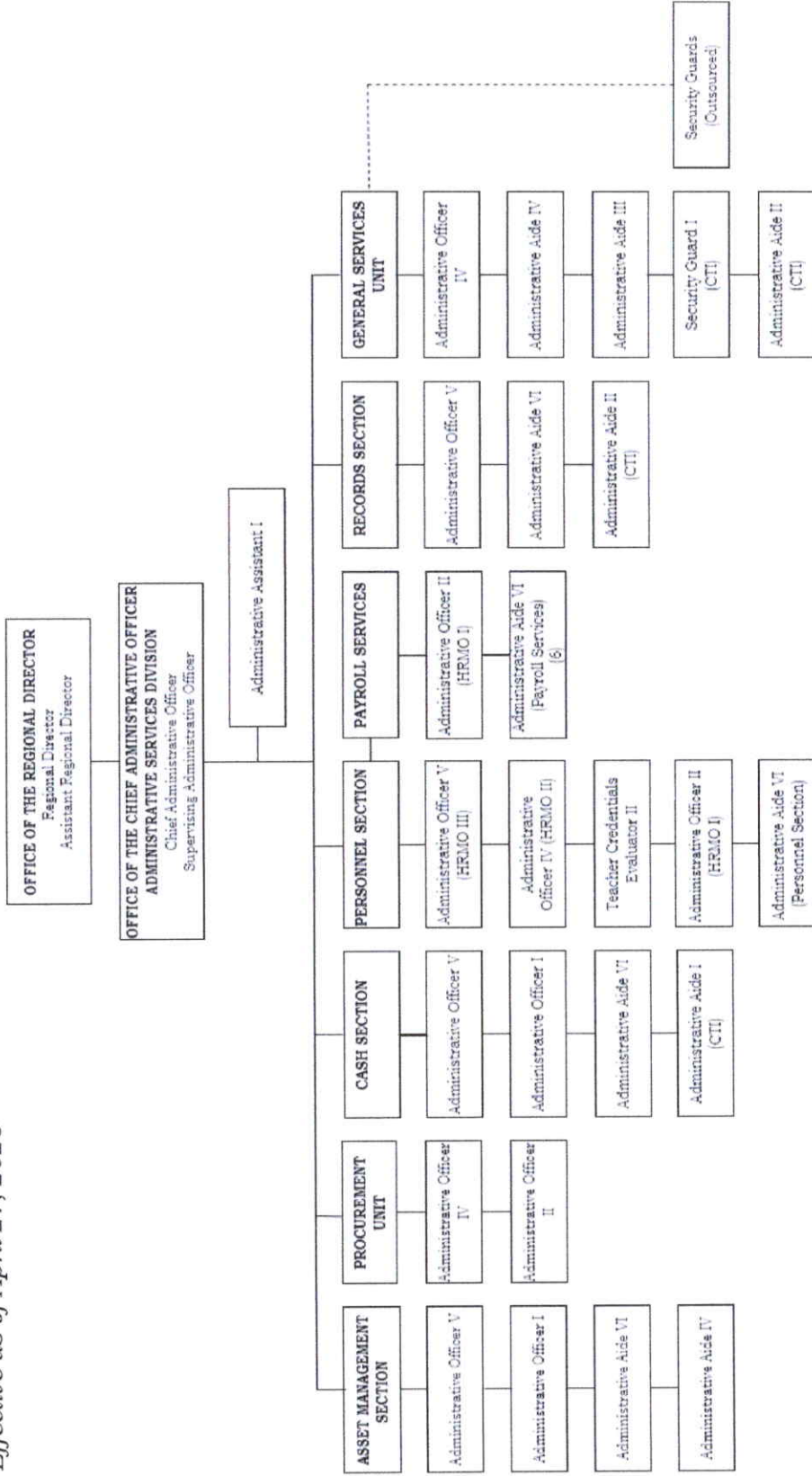


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ORGANIZATIONAL STRUCTURE, OFFICE FUNCTIONS, and JOB SUMMARY
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Office Functions

Statement of Purpose	Outcomes	Outcome Indicators
<p>The Administrative Services Division (ASD) provides the Regional Office (RO) and stakeholders with client-focused administrative support services.</p>	<ul style="list-style-type: none"> Employees are properly compensated for work rendered, provided with mandated benefits, and properly managed through an efficient and effective employee database. Regional Office's clients and claimants are ensured of accurate and timely release of payment, deposit of collections, and liquidation of cash advance of Disbursing Officers. Regional functional divisions and Schools Division Offices are equitably provided with quality supplies, materials, and equipment. Clients are ensured of accurate and prompt access to records and documents. Regional Office personnel and clients are provided with a safe, clean, and healthy working environment, and eco-friendly means for mobility. 	<ul style="list-style-type: none"> Employees received proper compensation and provided with benefits and services based on the timeline Percentage of RO clients received accurate and timely release of payment. 100% of collections deposited at servicing banks. Percentage of liquidated cash advances. Percentage of RO functional divisions and SDOs equitably provided with quality supplies, materials, and equipment. Percentage of clients received accurate and prompt access to records and documents. 100% of offices' safety, cleanliness and eco-friendliness sustained and maintained



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<ul style="list-style-type: none"> Ensure that all items and services are acquired properly and on time so that programs, projects, and processes can proceed efficiently and successfully. 	<ul style="list-style-type: none"> All items and services are acquired properly and on time.
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Key Result/s Areas	Objectives	Outputs	Output Indicators
Human Resource Management	To regularly update and ensure accessibility of Service Records, leave cards, and 201 files of Regional Office employees, and the Personnel Services Itemization and Plantilla of Personnel (PSIPOP)	<ul style="list-style-type: none"> Updated Service Records Updated leave cards Updated 201 Files Updated PSIPOP 	<ul style="list-style-type: none"> Number of updated Service Records Number of updated leave cards Number of updated 201Files PSIPOP updated regularly
	To facilitate recruitment and selection, and perform various personnel actions within the prescribed timeline	<ul style="list-style-type: none"> Approved Appointment, Retirement, ERF, Reclassification of positions and Transfer of workstation Assignment and Designation Order Dismissal Order Dropping from the roll resolutions Special Order for separation 	<ul style="list-style-type: none"> Percentage of approved appointment vis-à-vis number of vacant items Number of processed retirement applications, ERF, reclassification of positions, and requests for transfer of workstation Number of assignment and designation order, dismissal order, dropping from the roll resolution, special order separation prepared
	To process promptly application	<ul style="list-style-type: none"> Approved/ Acted Application for Leave, 	<ul style="list-style-type: none"> Number of approved requests



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Key Result/s Areas	Objectives	Outputs	Output Indicators
	for leaves, Provident Fund Loan, permission to travel and requests for certificate of last payment	Provident Fund Loan, and Permission to travel <ul style="list-style-type: none"> • Certificate of last payment 	for leave of absence, provident fund loan, and authority to travel <ul style="list-style-type: none"> • Number of issued certificate of last payment
	To ensure that salaries, financial assistance, terminal leave benefits, compensatory overtime credits (COC) and benefits are paid timely and accurately	Payroll <ul style="list-style-type: none"> • Remittances 	<ul style="list-style-type: none"> • Number of vouchers prepared for payment of salaries and remittance of collections. • Number of payrolls finalized and printed for signature of officials concerned
Cash Management	To ensure efficient cash collection and receipt of funds are deposited within the time frame	<ul style="list-style-type: none"> • Official Receipts (ORs) Issued • List of Deposited Collections and validated Deposit Slips 	<ul style="list-style-type: none"> • Number of official receipts issued • Number of validated lists of deposited collection • Number of validated deposit slips
	To ensure judicious utilization/ disbursement of funds	<ul style="list-style-type: none"> • Check Payment 	<ul style="list-style-type: none"> • Number of checks issued • 100% error free entries on checks issued
	To prepare and submit financial reports based on updated Government Forms	<ul style="list-style-type: none"> • Report of Checks Issued and Cancelled (RCIC) • Report of Advice to Debit Account Issued (RADAI) • Report of Accountability on Accountable Forms (RAAF) 	<ul style="list-style-type: none"> • Number of financial reports submitted within the time frame



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Key Result/s Areas	Objectives	Outputs	Output Indicators
	To timely liquidate Cash Advance (CA)	<ul style="list-style-type: none"> Report of Collections and Deposits (RCD), Report of Cash Disbursement (RCD) Report of Disbursement (Liquidation Report) 	<ul style="list-style-type: none"> Percentage of the required CA liquidation submitted on time Number of disbursements and liquidation reports of cash advances submitted on time Number of COA findings (in terms of liquidation of CA)
Asset Management	<p>To conduct regular inventory of Property, Plant and Equipment (PPE) and other assets inventories annually and semi-annually respectively</p> <p>To prepare and issue accountable forms for supplies and equipment issued to employees and field offices</p>	<ul style="list-style-type: none"> Approved and validated Report on the Physical Count of Property, Plant and Equipment (RPCPPE) Report on the Physical Count of Inventories (RPCI) Approved Property Acknowledgment Receipt (PAR), Acknowledgment Receipt of Equipment (ARE), Inventory Custodian Slip (ICS), and RMSI Inventory and Inspection Report 	<ul style="list-style-type: none"> Number of approved and validated RPCPPE and RPCI submitted Number of required PAR, ARE, ICS and RMSI approved and validated Approved and validated Inventory and Inspection Report



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	To facilitate the transfer and disposal of Goods	<ul style="list-style-type: none"> • Report of Unserviceable Property (IIRUP) • Approved Property Transfer Report (PTR) • Waste Materials Report (WMR) and Sale of Waste Materials Documents 	<ul style="list-style-type: none"> • Percentage of the required disposal report for Goods (IIRUP, PTR, WMR) and Sale of Waste Materials Documents facilitated • 100% of post-Goods transferred with documents
Procurement Management	<p>To submit on time the APPs, Procurement, and other reports;</p> <p>To prepare all procurement documents accurately.</p>	<ul style="list-style-type: none"> • Approved Annual Procurement – Common Supply and Equipment (APP-CSE) • Approved Annual Procurement - Non-Common Supply and Equipment (APP-Non-CSE) • Approved Procurement Monitoring Report • Approved Bid Documents • Approved Invitation to Bid • Approved Supplemental, Bid Bulletin, and Notices • Approved Request for Quotation/Letter for Quotation • Approved Abstract of Bids/Quotation 	<ul style="list-style-type: none"> • Approved APPs, Procurement, and other reports. • Number of procurement documents prepared and approved.



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Key Result/s Areas	Objectives	Outputs	Output Indicators
Records Management	To perform efficiently and effectively the records management cycles such as classification, filing, maintenance, and disposal of documents within the year	<ul style="list-style-type: none"> Approved BAC Resolution Correspondence received, classified, filed, maintained, and properly released on time 	<ul style="list-style-type: none"> 100% of documents received, classified, filed, maintained and released on time
	To establish, implement and maintain a systematic and scientific records management (e-database)	<ul style="list-style-type: none"> Accessible and Updated database Document tracking system 	<ul style="list-style-type: none"> 100% of received and released correspondence encoded and updated Functional document tracking system
	To promptly process the authentication and certification of Schools records in accordance with DepEd and DFA guidelines	<ul style="list-style-type: none"> Certification, Authentication and Verifications (CAVs) processed and released 	<ul style="list-style-type: none"> Number of basic school records received, processed (evaluated / verified) and released on time for CAV (with specific requirements) within the timeline.
Transportation, Security, and Facilities' Utilization and Maintenance Management	To maintain safety and security of personnel and property.	<ul style="list-style-type: none"> Security Reports Security Plan 	<ul style="list-style-type: none"> Number of security reports submitted Approved security plan for the year



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Key Result/s Areas	Objectives	Outputs	Output Indicators
Office Administration and Performance Management	To ensure proper utilization and maintenance of Regional Office transport services To establish and maintain systems and processes geared towards administrative effectiveness and efficiency	Service vehicles maintenance report • Operations Manual and/or Citizens Charter • Document Tracking System • M&E tools • Administrative and Financial Reports	<ul style="list-style-type: none"> • Number of well-maintained service vehicles with updated registration and insurance certificates • Streamlined Processes/ Services and Procedures as declared in the Operations Manual and Citizen Charter • Operational document tracking system • Number of M&E tools developed • Number of pertinent forms and documents accomplished and submitted on time (e.g., WFP, PPMP, APP)
	To promote a culture of excellence, innovation, and collaboration within the division/unit	<ul style="list-style-type: none"> • List of employees given rewards and recognition • Citizen/ Client Satisfaction Survey (CCSS) Results and Analysis • Report on Action taken relative to the CCSS result (if there's any) 	<ul style="list-style-type: none"> • Number of recognition initiatives conducted • CCSS rating received • Number of satisfied clients/customers based on feedback received
	To conduct periodic monitoring	<ul style="list-style-type: none"> • IPCRF/OPCRF Accomplishments 	<ul style="list-style-type: none"> • Percentage of achievement of IPCRF/OPCRF



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Key Result/s Areas	Objectives	Outputs	Output Indicators
	and evaluation of office / staff performance for the provision of relevant learning and development programs	<ul style="list-style-type: none"> • Capacitated staff • Training Completion /Terminal Reports 	<ul style="list-style-type: none"> • Number of personnel who attended learning and development programs
		<ul style="list-style-type: none"> • Report on performance coaching 	<ul style="list-style-type: none"> • Number of performances coaching activity conducted • Number of Performance reviews conducted



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Job Summary

Position	Job Summary	Key Result Area	Reports to	Position Supervised
Chief Administrative Officer	To lead and manage the team that will provide the regional office with timely, responsive, and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of the property and the maintenance of facilities, in order to ensure efficient operation of the regional office towards enabling schools division and provide accessible quality basic education.	<ul style="list-style-type: none"> • Policies and Guidelines • Personnel Administration • Salary and Benefits • Administration Records • Management • Cash Management • Supply and Procurement • Security and Custody of Properties • Maintenance of RO • Grounds and Facilities • Administrative Services • Performance Planning • Performance Management • People Management 	Regional Director	<ul style="list-style-type: none"> Supervising Administrative Officer Administrative Officer V Administrative Officer IV Teacher Credentials Evaluator II Administrative Officer I Administrative Assistant III Administrative Assistant I Administrative Aide VI Administrative Aide IV Administrative Aide III



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
Supervising Administrative Officer	To assist the Chief Administrative Officer in supervising the Administrative Services Team and deliver timely, responsive, and economical administrative services to the management and staff of the regional office.	<ul style="list-style-type: none"> • Management Reports • Management of Finance and Administrative Matters • Policies and Guidelines • Salary and Benefits Administration • Maintenance of RO ground and facilities • Work Plans • Performance Management • Capability Building for Admin Services • Structures and Systems • Planning • Performance Management • People Management • Management Reports • Management of Finance and Administrative Matters 	Chief Administrative Officer	Administrative Officer V Administrative Officer IV Teacher Credentials Evaluator II Administrative Officer I Administrative Assistant III Administrative Assistant I Administrative Aide VI Administrative Aide IV Administrative Aide III



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
Administrative Officer V (Asset)	To lead and manage the team that will provide the regional office with timely, responsive, and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, to ensure efficient operation of the regional office towards enabling schools division to provide accessible quality basic education. To provide the regional management with technical advice in the management and administration of the regional office.	<ul style="list-style-type: none"> • Policies and Guidelines • Procurement and Acquisition • Custodianship • Asset Disposal • Inventory Reports • Technical Assistance • Performance Management 	Chief Administrative Officer	
Administrative Officer I	To assist the Administrative Officer V - Asset management	<ul style="list-style-type: none"> • Policies, Standards, Guidelines, Systems 	Administrative Officer V	



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
(Asset)	<p>section provides services to the management and staff of the regional office in relation to procurement (using alternative mode), inspection, acceptance, issuance, storage, maintenance and inventory of material resources, equipment, and properties to support the efficient operations of the schools division office in managing the delivery of quality basic education and,</p> <p>Facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space.</p>	<ul style="list-style-type: none"> • Procurement and Acquisition • Custodianship • Asset Disposal • Inventory Reports 		
Administrative Aide VI	To provide support in the conduct of the inventory of physical	<ul style="list-style-type: none"> • Supplies and Material 	Administrative Officer V	



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
(Asset)	<p>properties, supplies, materials, and equipment and in maintaining proper storage, delivery, and issuance of such, to ensure adequate and timely provision of supplies and equipment to the management and staff of the regional office.</p> <p>To assist and provide administrative support in the effective and efficient operation of the Asset management section.</p>	<ul style="list-style-type: none"> • Properties and Equipment • Documents and Records • Plots/Schedules Administrative Division Activities • Record Management • Administrative Support 		
Administrative Aide IV (Asset)	<p>To assist in maintaining proper storage, delivery, and issuance of supplies, materials, and equipment towards adequate and timely provision of such to the management and staff of the regional office.</p>	<ul style="list-style-type: none"> • Supplies and Materials • Properties and Equipment 	Administrative Officer V	



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
Administrative Officer IV (Procurement)	<p>To assist in the disposal of waste materials and unserviceable equipment.</p> <p>To supervise, monitor, and ensure the timely and efficient implementation of procurement projects, from procurement project preparation through purchasing per se until contract administration;</p> <p>To conduct the reviewing, monitoring, and preparation of reports in connection with the conduct of procurement project implementation;</p> <p>To review, revise, and when necessary, give recommendations on the systems, processes and procedures related to procurement; as lead</p>	<ul style="list-style-type: none"> Procurement Planning Procurement Process Management Procurement Contracts Management Procurement Monitoring and Evaluation 	Chief Administrative Officer	



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
Administrative Officer II (Procurement)	<p>BAC Secretariat for the BAC.</p> <p>To provide assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring, and assist in the parathion of bidding documents, Request for Quotations (RFQs), Request for Information (RFIs) and other tender documents;</p> <p>To provide assistance in the creation and maintenance of pricelist of goods and services regularly procured by the agency, including the creation of supplier, contractors and consultant, and observer database.</p>	<ul style="list-style-type: none"> • Procurement Planning • Procurement Process Management • Procurement Contracts Management • Procurement Monitoring and Evaluation • Administrative & Records Management 	Administrative Officer IV	
Administrative Officer V (Cash)	<p>To supervise the team that will provide the regional office with services in disbursement, cash collection, liquidation, and financial reporting to ensure efficient</p>	<ul style="list-style-type: none"> • Policies and Guidelines • Cash Collection • Disbursement and Remittances • Salaries and Wages • Reports 	Chief Administrative Officer	



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
Administrative Officer I (Cash)	<p>operation through proper utilization and timely disbursement of funds and liquidation of cash advances to pay for government obligation in accordance with accounting and auditing rules and regulations.</p> <p>To assist the Administrative Officer V – Cash in providing the regional office with services in disbursement, cash collection, liquidation, and financial reporting to ensure efficient operation through proper utilization and timely disbursement of funds and liquidation of cash advances.</p>	<ul style="list-style-type: none"> • Unit Performance 	Administrative Officer V	
Administrative Aide VI (Cash)	<p>To assist and provide administrative support in the effective and efficient operation of the cash section.</p>	<ul style="list-style-type: none"> • Policies and Guidelines • Cash Collection • Disbursement and Remittances • Salaries and Wages • Reports 	Administrative Officer V	



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
Administrative Officer IV (GSU)	Provide clerical support in the performance of functions related to cashiering and other transactions in the Cash section. To supervise the team that will provide the regional office with timely, responsive and economical administrative services in security and custody of property, the maintenance of facilities, and provision of transportation to ensure efficient operation of the offices.	<ul style="list-style-type: none"> Guidelines Security of Personnel and Property Maintenance of RO Ground and Facilities Transport and Motor Pool Services Unit Performance 		
Administrative Assistant III (GSU)	To provide clerical and secretariat support to AO IV for General Services and Administrative services functions	<ul style="list-style-type: none"> Security of Personnel and Property Maintenance of RO Grounds and Facilities Transport and Motor pool Services Secretarial Frontline and Administrative Support 	Administrative Officer IV	



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
Administrative Aide IV (GSU)	To assist Administrative Officer IV in providing general services in the areas of; driving, vehicle maintenance, messengerial services, photocopying, maintenance of regional office grounds and facilities.	<ul style="list-style-type: none"> Records Management Messengerial and Photocopying Maintenance of RO Grounds and Facilities Driving Vehicle Maintenance Recording Communication Vehicle Maintenance Driving Policies and Guidelines Personnel Administration Performance management 	Administrative Officer IV	
Administrative Aide III (GSU)	To ensure repair and maintenance of all service vehicles of the Regional Office.	<ul style="list-style-type: none"> Vehicle Maintenance Driving 		
Administrative Officer V (HRMO III- Personnel)	To lead and supervise the staff who will provide the regional office with services relative to the hiring of personnel, tracking their movement within the organization, ensuring the timely receipt of their compensation and mandated benefits, and manage the employee database and records.	<ul style="list-style-type: none"> Policies and Guidelines Personnel Administration Performance management 		



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
Teachers Credentialed Evaluator II (Personnel)	To evaluate the credentials of teachers, teaching-related personnel of the Schools Division Offices who are recommended for upgrading, reclassification and conversion of positions using the Equivalents Record Form (ERF), to assign them to their appropriate level according to their competence, experience, and education	<ul style="list-style-type: none"> • Equivalent Record Form (ERF) form • Master Teachers Position Conversion • Teaching-Related Position Reclassification • Hiring and Promotion • Credential Evaluation Reports 	Administrative Officer V	
Administrative Officer IV (Personnel)	To assist the Administrative Officer V for Personnel in the review and validation of documents for personnel actions, data gathering, and reportorial obligations to DepEd management and oversight agencies	<ul style="list-style-type: none"> • Recruitment, Selection and Placement 	Administrative Officer V	



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
Administrative Officer II (HRMO I)	<p>personnel in the areas of the RO recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules, and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc.)</p> <p>To assist the Administrative Officer V for Personnel in implementing Personnel Guidelines and reportorial obligations to DepEd management and oversight agencies.</p> <p>Responsible in payroll management and consolidation of payroll-related reports.</p>	<ul style="list-style-type: none"> Personnel Actions Salary Administration and Personnel Records Benefits Administration Personnel Information System Reports Personnel Services Performance 	Administrative Officer V	



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
Administrative Aide VI (Personnel)	To provide assistance in the monitoring and preparation of reports on filled and unfilled teaching and non-teaching items within the region. To provide administrative support in the effective and efficient operation of the Personnel Section.	<ul style="list-style-type: none"> • Benefits Administration Personnel Information System • Scheduling of Administrative Division Activities • Record Management Administrative Support Secretariat/Frontline • Salary Computation 		
Administrative Aide VI (Payroll Services)	Draft payroll of RO and SDOs based on previous month's pay and sends it to SDO Personnel Office for validation and updating. Does the updating of the Masterfile of teaching and non-teaching personnel in the SDO and IUs. There are six (6) ADA VI in the payroll			



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
	<p>services. Out of the 6, two (2) ADA VI were given each an additional assignment aside from their general functions, as follows: 1 ADA VI, in-charge of updating Masterfile of the ROP personnel. Generate and print payrolls in SDOs/IUs/ROP; and another 1 ADA VI, in-charge of PLI billings (receiving and checking of documents), received letter requests for stoppage of loans from borrowers and referred the same to the concerned PLI. The position also prepares Certification of Last Payment (CLP) for retired, deceased, resigned, and transferred employees in the region and school's division offices</p>			



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
Administrative Officer V (Records)	To establish and maintain a records management system, including the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the management and staff of the regional office. To provide technical assistance to Schools Division Office in implementing organizational policies on records management.	<ul style="list-style-type: none"> Records Management System Receiving and Releasing Documentation and Verification Reporting Technical Assistance Unit Performance 		
Administrative Aide VI (Records)	To provide administrative support to the Administrative Officer V in the maintenance of a	<ul style="list-style-type: none"> Records Management System 		



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
Administrative Assistant I	records management system for the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the management and staff of the office.	<ul style="list-style-type: none"> Receiving and Releasing Documentation, Authentication Reporting Administrative and Secretarial Support 		
Administrative Aide II (Records)	To provide administrative support in the effective and efficient operation of the Administrative Services Division. To perform tasks and responsibilities assigned by the immediate supervisor such as: submits needed reports, pertinent papers for approval and consideration of the	<ul style="list-style-type: none"> Secretarial/Front line and Administrative Support Records Management 	Chief Administrative Officer	



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
	higher authority; performs general messenger work; collects and delivers intra and inter office correspondence, documents, packages, office supplies and other materials; runs errands; and performs clerical tasks such as filing cards alphabetically, sorting mails, maintaining simple records, or maintaining stock of office supplies.			
Security Guard	To monitor and authorize entrance and departure of employees, clients, visitors, and other persons to guard against theft and maintain security of regional office premises.			
Administrative Aide II (GSU)	It is responsible in the reproduction and collation of learning materials, teaching manuals and other			



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
Administrative Aide I (Cash)	To assist and provide administrative support in the effective and efficient operation of the cash section.			
Clerk (Job Order-Admin Proper)	To provide administrative support in the effective and efficient operation of the Administrative Services Division.			
Clerk (Job Order-Asset)	To perform the following task/duties: Conduct Physical count of Inventories in the RO premises; Check and update the property tag of Inventory Items; Assist in the cleansing of PPE Account; Update the Property Cards of PPE; and to do such other acts when directed to do so.			
Clerk (Job Order-	To provide administrative support in the effective and			



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
Procurement t)	efficient operation of the Procurement Unit and perform other duties as directed by the immediate superior.			
Clerk (Job Order-Cash)	To assist and provide administrative support in the effective and efficient operation of the cash section.			
Clerk (Job Order- Personnel Section)	To provide administrative support in the effective and efficient operation of the Personnel Section and perform other duties as directed by the immediate superior.			
Clerk (Job Order- Records)	To receive and record all documents brought to the Records Section; To release, route or file routine critical documents as classified by the Records Officer; and To process Certification, Authentication and Verification documents brought by the applicant			



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Position	Job Summary	Key Result Area	Reports to	Position Supervised
Clerk (Job Order-Records)	To receive incoming and release outgoing documents to walk-in clients and Division Liaison Officers; To receive documents from Courier; and To assist clients at the window.			
Clerk (Job Order-Records)	To answer phone calls; and To release and scan documents in TEAdoc.			
Driver (Job Order-GSU)	To perform work related to motor vehicle and recommend repair of its damaged parts.			
Utility Worker (Job Order-GSU)	It is responsible for keeping the Regional office facilities and premises clean and maintain a safe and sanitary working environment, maintain plants and bushes within the premises and attend to minor utility services.			



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LEGAL BASES AND REFERENCES

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Acquisition of Tangible and Intangible Assets

a. Acquisition of Tangible and Intangible Assets (Purchase Order)

1. RA 9184 – Handbook on Philippine Government Procurement
2. Handbook on Property and Supply Management 2013 Edition
3. COA Circular No. 2015-007 – Government Accounting Manual (GAM) for National Government Agencies Volume 2
4. COA Circular No. 2022-004 – Guidelines on the implementation of Section 23 of the General Provisions of Republic Act (RA) No. 11639 also known as the General Appropriations Act (GAA) for Fiscal Year (FY) 2022 relative to the increase in the capitalization threshold from 15,000.00 to P50,000.00

b. Acquisition of Tangible and Intangible Assets (Job Order)

1. RA 9184 – Handbook on Philippine Government Procurement
2. Handbook on Property and Supply Management 2013 Edition
3. COA Circular No. 2015-007 – Government Accounting Manual (GAM) for National Government Agencies Volume 2

Asset Utilization and Inventory

1. Handbook on Property and Supply Management 2013 Edition
2. COA Circular No. 2015-007 – Government Accounting Manual (GAM) for National Government Agencies Volume 2
3. COA Circular No. 2022-004 – Guidelines on the implementation of Section 23 of the General Provisions of Republic Act (RA) No. 11639 also known as the General Appropriations Act (GAA) for Fiscal Year (FY) 2022 relative to the increase in the capitalization threshold from 15,000.00 to P50,000.00

Asset Disposal

1. COA Circular No. 2015-007 – Government Accounting Manual (GAM) for National Government Agencies Volume 2
2. COA Circular No. 86-264 – General guidelines on the divestment or disposal of assets of government-owned and/or controlled corporations, and their subsidiaries

Collection and Deposits

1. Handbook on the Cash Management and Control System as introduced by the Commission on Audit
2. COA Circular No. 2015 – 007 Government Accounting Manual (GAM) for National Government Agencies Volume II, Appendix 26
3. Presidential Decree 1445 Government Auditing Code of the Philippines, Sec. 101



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Disbursement

- a. **Releasing of Check Payment**
- b. **Preparation of ADA Payments**
- c. **Salaries and Wages for SDO's and IU's**
- d. **Remittance of PHIC Premiums**
- e. **Remittance of GSIS Premiums**
- f. **Remittance of HDMF Premiums**
- g. **Petty Cash Fund**
- h. **Special Cash Advance**
 1. Handbook on the Cash Management and Control System as introduced by the Commission on Audit
 2. COA Circular No. 2015 – 007 Government Accounting Manual (GAM) for National Government Agencies Volume II, Appendix 26
 3. Presidential Decree 1445 Government Auditing Code of the Philippines, Sec. 101

Preparation of ACIC/SLIAE

- a. **Preparation of Check Payment**
- b. **Processing of LDDAP – ADA Payment**

Handbook on the Cash Management and Control System as introduced by the Commission on Audit

Control of Accountable Forms

Handbook on the Cash Management and Control System as introduced by the Commission on Audit

Maintenance and Closure of Bank Accounts

- a. **Opening of Bank Accounts**
- b. **Closure of Bank Accounts**

Treasury Circular 01-2013 – provide guidelines for Validation of legal basis in opening/maintaining Deposit Account/s, per TOP letter of Nov. 21, 2012 and Section 4 of the Rules and Regulations of the Permanent Committee

Recruitment, Selection, and Placement

1. CSC Memorandum Circular No. 24, s. 2017 - 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018)
 2. DepEd Order No. 66, s. 2007 - Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions
- a. **Request for Transfer from one station to another**

DepEd Order No. 22, s. 2013 - Revised Guidelines on the Transfer of Teachers from One Station to Another
 - b. **Application for Equivalent Record Form (ERF)**

Regional Memorandum No. 630 s. 2017 - Guidelines on the Process of Equivalent Record Form (ERF) with Plantilla Allocation List (PAL)



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c. Reclassification through Plantilla Allocation List (PAL) with approved Equivalent Records Form

Regional Memorandum No. 630 s. 2017 - Guidelines on the Process of Equivalent Record Form (ERF) with Plantilla Allocation List (PAL)

d. Reclassification for School Head and Master Teacher Positions

DepEd Order No. 97, s. 2011 - Revised Guidelines on the Allocation and Reclassification of School Head Positions

e. NOSCA for Newly - Created Positions

DepEd Order No. 66, s. 2007 - Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions

Leave Management

a. Request for Travel Abroad

1. DepEd Order No. 43, s. 2014 - Protocols for Travel Authority Requests for Official Travel Abroad
2. CSC Omnibus Rules on Leave - Omnibus Rules on Leave (Rule XVI of the Omnibus Rules Implementing Book V of EO 292)
3. DepEd Order No. 43 and 46 s. 2022 - Omnibus Travel Guidelines for All Personnel of the Department of Education

b. Application for Leave Absence

1. CSC Omnibus Rules on Leave - Omnibus Rules on Leave (Rule XVI of the Omnibus Rules Implementing Book V of EO 292)

c. Request for Study Leave

1. CSC Omnibus Rules on Leave - Omnibus Rules on Leave (Rule XVI of the Omnibus Rules Implementing Book V of EO 292)
2. DepEd Order No. 43, s. 2014 - Protocols for Travel Authority Requests for Official Travel Abroad

Compensation and Benefits

a. Payroll Preparation

1. DepEd issuance dated September 6, 2005 - Payroll Servicing Manual
2. DepEd Order No. 66, s. 2007 - Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions
3. DepEd Order No. 37 s. 2004 - Implementation of the Direct Release of Funds to DepEd-Regional Offices and Implementing Units
4. CSC Memorandum Circular No. 08, s. 2014 - Policy on the Computation of Salaries of Employee on Leave Without Pay
5. DBM Budget-Circular-No. 1 s. 2018 - Rules and Regulations on the Grant of Uniform/Clothing Allowance (U/CA) to Civilian Government Personnel



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6. Verification of Loan Amortizations to be Incorporated in the Payroll for Salaries of Deped Personnel
7. DepEd Order No. 14, s. 2019 - "Guidelines for the Implementation of the P5,000 NTHP for Department of Education Personnel for Fiscal Year 2019,"
8. DBM Budget-Circular-No. 4 s. 2016 - Updated Rules and Regulations on the Grant of the Year End Bonus and Cash Gift for FY 2016 and Years Thereafter
9. National-Budget-Circular-No-579 dated January 24,2020- Implementation of the First Tranche of the Modified Salary Schedule for Civilian Personnel in the National Government Pursuant to Republic Act (RA) No. 11466
10. DBM Budget-Circular-No. 2 s.2017-Rules and Regulations on the Grant of the Mid-Year Bonus for FY 2017 and Years Thereafter
11. Congress Joint Resolution (JR) No. 42 dated June 17, 2009, which authorizes the President, upon recommendation of the Department of Budget and Management (DBM), to update the Compensation and Position Classification System for civilian personnel and Base Pay Schedule for military and uniformed personnel, as well as the policies on and levels of allowances, benefits, and incentives applicable to all government employees.
12. DBM Budget-Circular-No. 4 s.2017 -Guidelines on the Grant of the Productivity Enhancement Incentive (PEI) to Government Employees for Fiscal Year (FY) 2017 and Years Thereafter
13. DepEd Board Resolution No. 09, s. 2020 - A Resolution Approving the Continued Implementation of a Simplified Provident Fund Loan Application Process in View of The Imposition of Various Community Quarantine Classifications in The Country
14. DepEd Order No. 53, s. 2003 - Updated Guidelines on Grant of Vacation Service Credits to Teachers, or offset proportional deduction in vacation salary due to absence for personal reasons or late appointment und Rule 1 (11) of MC No. 41, s. 1998

DepEd Memorandum OUF-2021-0703 - Internal Guidelines on the Implementation of Twice-a-Month release of Salary to DepEd Personnel

b. Application for Monetization of Leave Credits

1. CSC Memorandum Circular No. 41, s. 1998
Amendments to Rules I and XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order 292) Pursuant to CSC Resolution No. 98-3142, s. 1998, this Commission adopts the amendments to Rule XVI



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(LEAVE) and the definitions of leave terms under Rule I of the Omnibus Civil Service Rules Implementing Book V of the Administrative Code of 1987 (Executive Order 292)

2. CSC Omnibus Rules on Leave - Omnibus Rules on Leave (Rule XVI of the Omnibus Rules Implementing Book V of EO 292)
3. DBM Budget Circular No.2 s. 2016 -Computation and Funding of Terminal Leave Benefits and Monetization of Leave Credits

c. Application for Retirement

1. DepEd Order 99, S. 1988 – Guidelines in The Payment of Retirement Gratuities on Claims Approved by GSIS Regional Offices
2. DO 27, S. 2001 – Basic Information on The Different Retirement Schemes Provided for Under Ra 1616, Ra 660, Pd 1146 And Ra 8291 Amended by Do 33, S. 2001 – Corrigendum to Decs Order No. 27, S. 2001 (Basic Information on The Different Retirement Schemes Provided For Under Ra 1616, Ra 660, Pd 1146 And Ra 8291)
3. Republic Act 8291(GSIS Act of 1997)
4. Presidential Decree 1146 (Pension or Cash Payment)
5. Republic Act 1616 (Gratuity Benefit)
6. Republic Act 660 (Magic 87)
7. Republic Act 7699 (The Portability Law)

d. Application for Terminal Leave Benefits

1. DBM Budget Circular No. 2 s. 2016 -Computation and Funding of Terminal Leave Benefits and Monetization of Leave Credits
2. Section 40 of Civil Service Commission (CSC) Memorandum Circular (MC) No. 41 as amended by Memorandum Circular (MC) No. 14 Series of 1998

e. Certification of Last Payment (CLP)

1. DepEd Order 99, S. 1988 – Guidelines in the Payment of Retirement Gratuities on Claims Approved by GSIS Regional Offices
2. CSC Memorandum Circular No. 08, s. 2014 - Policy on the Computation of Salaries of Employee on Leave Without Pay
3. DepEd Order No. 4 s. 2003 – Overpayment of Retiring Teachers

f. Preparation of Notice of Step Increment (NOSI)

1. CSC and DBM Joint Circular No. 1, s. 2012 - Rules and Regulations on the Grant of Step Increment/s due to Meritorious Performance and Step Increment due to Length of Service
2. DECS Order No. 63, s. 1990 f- Rules and Regulations Governing the Grant of Step Increments to Deserving Officials and Employees of the Government



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g. Preparation of Notice of Salary Adjustment (NOSA)

National- Budget-Circular-No-579 dated January 24,2020-
Implementation of the First Tranche of the Modified Salary Schedule
for Civilian Personnel in the National Government Pursuant to
Republic Act (RA) No. 11466

Personnel Records Management

a. Submission of Statement of Assets, Liabilities, and Net Worth (SALN)

Republic Act (RA) 6713 – The Code of Conduct and Ethical Standards
for Public Officials and Employees

b. Issuance of Certificate of Employment (Regular/With Compensation)

Labor Advisory No. 06-20 Guidelines on the Payment of Final Pay and
Issuance of Certificate of Employment

Personnel Inventory

**a. Online Process on Personal Services Itemization and Plantilla of
Personnel (PSIPOP)**

National Budget Circular No. 549 s. 2013 - Monthly Updating of the
Personnel Service Itemization and Plantilla of Personnel (PSIPO)
under the Web-based Application System

Automatic Payroll Deduction System (APDS) Management

a. Referral Letter to Private Lending Institutions

1. DepEd Order No. 18, s. 2018 – Revised Guidelines on
Accreditation/Re-Accreditation of Private Entities Under the
Automatic Payroll Deduction System (APDS) Program
2. DepEd Order No. 20, s. 2021 - Enhanced Guidelines on Accreditation
and Re-Accreditation of Private Entities Under the Automatic Payroll
Deduction System (APDS) Program
3. Verification of Loan Amortizations to be Incorporated in the Payroll for
Salaries of DepEd Personnel
4. DepEd Order No. 14, s. 2019 - “Guidelines for the Implementation of
the P5,000 NTHP for Department of Education Personnel for Fiscal
Year 2019,”

**b. Verification of Loan Applications of DepEd Borrowers under the
Automatic Payroll Deduction System (APDS)**

1. DepEd Order No. 20, s. 2021 - Enhanced Guidelines on Accreditation
and Re-Accreditation of Private Entities Under the Automatic Payroll
Deduction System (APDS) Program
2. Verification of Loan Amortizations to be Incorporated in the Payroll for
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3. DepEd Order No. 14, s. 2019 - "Guidelines for the Implementation of the P5,000 NTHP for Department of Education Personnel for Fiscal Year 2019,"

Personnel Performance Management

a. Consolidation of IPCRF

DepEd Order No. 2, s. 2015 - Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education

Employee Relations

1. DepEd Order No. 35, s. 2004 – Revision of the Grievance Machinery of the Department of Education
2. Office Memorandum No. 144, s. 2023 – Reconstitution of Regional Grievance Committee

Publication of Issuances

DepEd Order 8, s. 2013 – Policy Guidelines on Regulating the Issuance of DepEd Advisories

Handling of Incoming Documents

1. DepEd Records Management Operations Manual
2. Republic Act No. 9470 – The National Archives of the Philippines Act of 2007
3. Republic Act No. 10173 – Data Privacy Act (DPA) of 2012

Handling of Outgoing Documents

1. DepEd Records Management Operations Manual
2. Republic Act No. 9470 – The National Archives of the Philippines Act of 2007
3. Republic Act No. 10173 – Data Privacy Act (DPA) of 2012

Access, Disclosure, and Issuance of Documents

a. Certification, Authentication, and Verification (CAV) of School Records

1. Regional Memorandum No. 07 s. 2004 – Authentication of Form 137 and other School and replacement of Diploma
2. Executive Order No. 582 dated December 4, 2006 – Entitled Streamlining the process of Authenticity Documents Intended for use abroad and transferring the Authentication from the office of the President to the Department of Foreign Affairs (DFA)
3. Republic Act No. 9470 – The National Archives of the Philippines Act of 2007
4. DepEd Memorandum No. 381 s. 2007 - Guidelines on the issuance of Certification, Authentication and Verification (CAV) of Elementary and Secondary Diploma, Official Transcript of Records, and other School Records
5. Republic Act No. 10173 – Data Privacy Act (DPA) of 2012



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6. DepEd Memorandum No. 188 s. 2016 dated November 4, 2016 – Modified format of the claim stub for the Department of Foreign Affairs (DFA)
7. DepEd Order No. 62 s. 2016 – Changes in DepEd Memorandum No. 381 s. 2007
8. DepEd Order No. 48, s. 2017 - Implementing of Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records

b. Authentication of Documents

1. DepEd Records Management Operations Manual
2. Republic Act No. 9470 – The National Archives of the Philippines Act of 2007
3. Republic Act No. 10173 – Data Privacy Act (DPA) of 2012

Records Disposition

1. DepEd Records Management Operations Manual
2. Republic Act No. 9470 – The National Archives of the Philippines Act of 2007
3. Republic Act No. 10173 – Data Privacy Act (DPA) of 2012
4. DepEd Memorandum No. 133 s. 2016 – National Inventory of Public Records
5. DepEd Memorandum No. 135 s. 2016 – Creation of National Records Inventory Committee
6. DepEd Memorandum No. 140 s. 2016 – Creation of Records Management Improvement Committee (RMIC)

Records Inventory

1. DepEd Records Management Operations Manual
2. Republic Act No. 9470 – The National Archives of the Philippines Act of 2007

Housekeeping and Ground Maintenance

a. Supervision of Office Maintenance Personnel

1. DepEd Order No. 52, s. 2015 - New Organizational Structures of the Central, Regional, and Schools Division Offices of the Department of Education based on DepED Rationalization Plan approved by Department of Budget on November 15, 2013
2. DepEd Order No. 53, s. 2013 (Approval and Implementation of the 2013 DepEd Rationalism Program)

Transportation Service and Vehicle Maintenance

a. Repair and Maintenance of Service Vehicles

1. DepEd Order No. 52, s. 2015 - New Organizational Structures of the Central, Regional, and Schools Division Offices of the Department of Education based on DepEd Rationalization Plan approved by Department of Budget on November 15, 2013



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2. GAAM Vol. I, Chapter 4 (Use, Repair and Maintenance of Government Vehicle)
3. DepEd Order No. 53, s. 2013 (Approval and Implementation of the 2013 DepEd Rationalism Program)

b. Request for Usage of Government Vehicle

c. Preparation of request letter for payment to SMC SKYWAY (RFID)

d. Renewal of Registration of Government Vehicle

1. DepEd Order No. 52, s. 2015 - New Organizational Structures of the Central, Regional, and Schools Division Offices of the Department of Education based on DepEd Rationalization Plan approved by Department of Budget on November 15, 2013
2. DepEd Order No. 53, s. 2013 (Approval and Implementation of the 2013 DepEd Rationalism Program)
3. GAAM Vol. I, Chapter 4 (Use, Repair and Maintenance of Government Vehicle)
4. Republic Act No. 656 – An act to create and establish a Property Insurance Fund and to provide for its Administration and for other purposes.
5. Republic Act No. 4136 – An act to compile the laws relative to Land Transportation and traffic rules, to create Land Transportation Commission and for other purposes.

Facilities Maintenance

a. Minor Repair with Job Request and Order Form

1. DepEd Order No. 52, s. 2015 - New Organizational Structures of the Central, Regional, and Schools Division Offices of the Department of Education based on DepED Rationalization Plan approved by Department of Budget on November 15, 2013
2. DepEd Order No. 53, s. 2013 (Approval and Implementation of the 2013 DepEd Rationalism Program)

b. Major Replacement/Repair

1. DepEd Order No. 52, s. 2015 - New Organizational Structures of the Central, Regional, and Schools Division Offices of the Department of Education based on DepED Rationalization Plan approved by Department of Budget on November 15, 2013
2. DepEd Order No. 53, s. 2013 (Approval and Implementation of the 2013 DepEd Rationalism Program)
3. Republic Act No. 6541 (National Building Code of the Philippines)

Security Services

a. Monitoring of Security Personnel

b. Request for payment of Security Services



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c. Lost and Found Process

1. DepEd Order No. 52, s. 2015 - New Organizational Structures of the Central, Regional, and Schools Division Offices of the Department of Education based on DepEd Rationalization Plan approved by Department of Budget on November 15, 2013
2. DepEd Order No. 53, s. 2013 (Approval and Implementation of the 2013 DepEd Rationalism Program)

Procurement Planning

Bidding Process

- a. **Competitive Bidding**
 1. Procurement of Goods and Services
 2. Procurement of Infrastructure Projects
- b. **Alternative Methods of Procurement**
 1. Shopping under Section 52.1(b)
 2. Small Value Procurement (SVP)

c. Repeat Order

d. Agency-to-Agency


e. Lease of Venue

1. Republic Act No. 9184 - Government Procurement Reform Act
2. 2016 IRR of Republic Act No. 9183 - The 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184
3. GPPB Guidelines and Issuances - Government Procurement Policy Board

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Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



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DEFINITION OF TERMS AND ACRONYMS

Effective as of April 27, 2023

201 File. It contains records pertaining to the employee's personal information, employment contract, duties, salary, performance, and employment history, among others, is established and maintained by an employee for specific purposes relating to the employee's employment.

Abstract of Bids. Refers to a document signed by BAC Members stating the name of Bidders, the total Bid amount and type of Bid Security.

Abstract for Quotation. A document used to summarize the quotations of suppliers/contractors.

Agency-to-Agency. Refers to procurement from another agency of the government (i.e., Servicing Agency) that has the mandate to deliver goods or services or to undertake infrastructure projects or consultancy services as required by the Procuring Entity.

Allocation. It refers to the distribution of plantilla items for various schools divisions.

Annual Procurement Plan (APP). The method of procurement, e.g., competitive bidding or any of the alternative methods of procurement, to be utilized by the Procuring Entity shall be indicated in the APP to be approved by the HOPE. If the original mode of procurement in the APP cannot be ultimately pursued, the BAC assisted by its Secretariat, the Technical Working Group, and by the appropriate End-User or relevant office, as the case may be, shall justify and recommend through a BAC Resolution such change in the mode of procurement to be approved by the HOPE. The changes must be reflected in the APP and submitted to the GPPB in accordance with Section 7.4 of the IRR of R.A. 9184.

Applicant. This refers to a person who applies for or requests for his/her Academic School Records for Certification, Authentication and Verification purposes only; in any event of his/her physical absence, the applicant may be substituted by a duly authorized representative as defined.

Approved Budget for the Contract (ABC). Refers to the budget for the contract duly approved by the HoPE, as provided for in the General Appropriations Act (GAA), continuing, and automatic appropriations, in the case of national government agencies (NGAs); the corporate budget for the contract approved by the governing board, pursuant to Executive Order (E.O.) No. 518, s. 1979, in the case of GOCCs and GFIs, and R.A. 8292 in the case of SUCs; the budget approved by the Sanggunian through an appropriations ordinance in the case of LGUs. For multi-year contracts, for which a Multi-Year Obligational Authority (MYOA) or an equivalent document is required, the



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ABC shall be incorporated in the project cost reflected in the MYOA or equivalent document.

Archive. This refers to non-current but important records of an organization kept for future reference. The term is also used to refer to the repository as genuine.

Asset Management System. This refers to a software or organizational system designed to efficiently monitor and control the entire lifecycle of an organization's assets. This includes functions such as tracking stock levels, managing replenishment, monitoring item movements, and ensuring accurate record-keeping of all inventory-related transactions.

Asset Disposition. This refers to the disposition of unserviceable property.

Attendance Monitoring Tool. This refers to the checklist used to monitor attendance of the General Services Personnel.

Authorized Signatories. This refers to the Accountable Officers of this office.

Authentication. This refers to the process of determining whether the document submitted to the Office is true, genuine, or valid.

Bid. Refers to a signed offer or proposal submitted by a supplier, manufacturer, distributor, contractor or consultant in response to the Bidding Documents.

Bidder. Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents.

Bidding Documents. Refers to documents issued by the Procuring Entity as the basis for Bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects and Consulting Services to be provided.

Bids and Awards Committee (BAC) refers to the Committee that shall be responsible for ensuring that the Procuring Entity abides by the standards set forth by R.A. 9184 also known as the Government Procurement Reform Act and its IRR.

Billing. This refers to the approved/processed monthly statement of account of PLIs/GFIs accredited under the APDS from loans of DepEd IV-A CALABARZON borrowers for integration in the payroll for collection purposes.

Building. This refers to any architectural structure which houses offices and other allied services as stated in the Republic Act No. 6541 otherwise known as the "Philippine National Building Code".

Certification. This refers to the official and formal process and act of attesting to any relevant information pertaining to the academic level of accomplishment of a learner based on his/her existing and verifiable school records as certified to by duly authorized and competent authorities. The certification covers information s disclosed in the said school records and defined appropriately in this Section.



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Certifying Officers. This refers to those who are authorized by this Order to certify to the academic School Records of a learner as enumerated in this Section. They are either appointed or designated by duly-constituted authorities.

Common-Use Supplies and Equipment (CSE). This refers to ordinary or regular office supplies which include those supplies, commodities, or materials which, depending on the procuring entity's mandate and nature of operations, are necessary in the transaction of its official businesses, and consumed in the day-to-day operations of said procuring entity. However, office supplies shall not include services such as repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services.

Competitive Bidding. This refers to a method of procurement which is open to participation by any interested party and which consists of the following processes; advertisement, pre-bid conference, eligibility screening of bids, evaluations of bids, post-qualification, and award of contract, the specific requirements and mechanics of which shall be defined in the IRR to be promulgated under Republic Act. No. 9184.

Consulting Services. This refers to services for infrastructure Projects and other types of projects or activities of the Government requiring adequate external technical and professional experts that are beyond the capability and/or capacity of the government to undertake such as, but not limited to: (i) advisory and review services; (ii) pre investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies.

Contract. This refers to the binding agreement between the Head of Procuring Entity and the winning bidder stating the terms and conditions of the agreement.

Deposit Slip. This refers to the form used to remit daily the collections for the day to 3rd AGDB.

Diploma. This refers to a certificate issued by an educational institution to show that someone has successfully completed a course of study.

Documents Management System. This refers to tracking system created by the Central Office and implemented nationwide for document routing and tracking.

Driver's Trip Ticket. This refers to the form that the requesting party has to comply for the use of the official vehicle. Contains the list of authorized passengers, date of travel and places to be visited.

Equivalent Record Form (ERF). This refers to a tool for determining the appropriate classification of a teacher position. It reflects the educational preparation, training, teaching experience, workshop and seminars for professional growth undertaken by a teacher. It contains information on position title, unique item number and authorized



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salary in the current Personal Services Itemization and Plantilla of Personnel (PSIPOP). Positions that require ERF for reclassification are teacher I-II, II-III; Head Teachers I, II, III & IV; Guidance Counselors I, II, III; Special Education Teachers I, II, III; and Teacher III to Head Teacher I. Receiving of documents for ERF shall be accepted in bulk through the Liaison Officer of the SDOs.

File Maintenance. This refers to the process of keeping files updated, by adding, changing, or deleting information; inspecting files to remove duplicate copies; and ensuring proper sequence/arrangement of files.

Form 137. This refers to the Student Permanent Record containing one's scholastic record for the whole duration of stay in school

Form 6. This refers to the form for application for leave of absence prescribed by the Civil Service Commission (CSC).

G-EPS. This refers to the Government Electronic Procurement System as provided in Section 8 of R.A. 9184.

Goods. These refer to all items, supplies, materials & general support services which may be needed in the pursuit of DepEd IV-A's Day to day operations or other special projects or activities.

Head of the Procuring Entity. This refers to the head of the agency or body, or his duly authorized official, for NGAs and the constitutional commissions or offices and other branches of government.

Infrastructure Project. This refers to the undertaking to construct, improve, rehabilitate, demolish, repair, restore, or maintain roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects. It also encompasses infrastructures such as irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/water and electrification facilities, national building, school building, hospital building, and other related construction projects of the government.

Intangible. This refers to things that unable to be touched or grasped; not having physical presence.

Inventory. This refers to an indispensable procedure for checking the integrity of property custody.

IRR. This refers to the Implementing Rules and Regulations to be promulgated in accordance with Section 75 of R.A. 9184.



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Job Request Form. This refers to the forms issued by the General Services Unit to be filled out by the regional office employee who is requesting for a utility or maintenance work to be done.

List of Due and Demandable Accounts Payable-Advice Debit Account (LDDAP-ADA). This refers to the accountable form integrating the ADA with the LDDAP which is a list reflecting the account numbers and names of creditors/payees to be paid by the office and the corresponding amounts of their unpaid claims, duly certified and approved by the regional accountant and the authorized officials.

Lost and Found Item. This refers to an item left behind by client or visitor either inside the office or in public area within the vicinity of the regional office identified by any employee and brought under the notice of the General Services Unit.

Lost and Found Register. This refers to the record book where the General Services Personnel logs the details of the items found within the regional office premises.

Maintenance Work Evaluation Form. This refers to the feedback form that serves as a monitoring tool that keeps track of the regular tasks needed in order to keep the cleanliness and orderliness of the whole office or building.

Major Repairs. These refer to the repairs and services done involving Education Support SD and Chief Administrative Officer's approval. Major repairs consist of septic problems, roofing problems, major electrical issues and plumbing problems that are out of General Services Unit's expertise.

Modified Disbursement System (MDS) Check. This refers to an accountable form reflecting the name payee, date and the amount issued to the payee as evidence of payment.

Minor Repairs. These refer to the repairs and services that includes small scale improvement and is done by the Regional Office's utility and maintenance team. This means simple replacement of worn or used components such as burnt-out light bulbs. Another class of minor repairs relates to restoring something to a useful condition, such as replacing leaky faucet washers and cleaning out plumbing traps or rain gutters.

Monetization. This refers to payment in advance under prescribed limits and subject to specified terms and conditions of the money value of leave credits of an employee upon his request without actually going on leave.

Motor Vehicles. These refer to the vehicles purchased from DepEd Budget Funds for use in support of its operations as authorized by the President of the Philippines; those that are funded from international aid grants; and those from the Local Government Units that are in temporary custody of the DepEd.

Non-valuable Items. These refer to the items that can't be valued in monetary terms.



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Notice of Award. This refers to a written notice signed by the Head of the Procuring Entity for the confirmation of award to the winning bidder stating the amount of the award and the date.

Notice to Proceed. This refers to a written notice signed by the Head of the Procuring Entity authorizing the winning bidder to commence and complete all works stated in the contract.

Perishable Items. These refer to the items that are likely to spoil, decay or become unsafe to consume if not kept refrigerated or frozen.

National Archives of the Philippines. This refers to the primary records management agency of the Republic of the Philippines, tasked to formulate and implement records schedule and vital records protection programs for the government.

Notice of Organization, Staffing, and Compensation Action (NOSCA). It refers to an action form to reflect all staffing modifications (creation, abolition, reclass, etc.) approved by the DBM and issued to the agency. For non-itemized positions such as casuals or contractual positions, DBM issues a letter authorizing their creation and their corresponding classification. The details in the NOSCA serve as inputs to the Personal Services Itemization and Plantilla of Personnel (PSIPOP) for itemized positions issued by the DBM to agencies each year.

Party-waiting or Walk-in client. This refers to the person or client who has only one (1) transaction which should be acted within the day.

Payroll. This refers to a monthly salary report of all teaching, teaching related and non-teaching personnel in DepEd IV-A CALABARZON

Pay slip. This refers to a monthly individual salary report of all teaching, teaching-related, and non-teaching personnel in DepEd IV-A CALABARZON.

PCAB Licence. This refers to the license issued by the Philippine Contractors Accreditation Board (PCAB) pursuant to Republic Act (RA) No. 45661 that allows an applicant to engage in business as a contractor.

Plantilla Allocation List (PAL). This refers to the information of teaching and other related teaching personnel presented in tabular form, such as plantilla item no., present and proposed salary, and position classification, and the salary differential to be requested to the Department of Budget and Management for payment once reclassified.

Pre-procurement Conference. This refers to the forum where all officials of the Procuring Entity involved in the project meet to discuss all aspects of the said project to determine the readiness of the Procuring Entity to undertake the procurement. The conference focuses on the technical specifications, the ABC, the appropriateness and



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applicability of the recommended method of procurement, and the availability of pertinent budget release, among others.

Procurement. This refers to the acquisition of goods and services and contracting for Infrastructure Projects.

Procuring Entity. This refers to any branch, department, office, agency or instrumentality of the government, including state universities and colleges, government-owned and/or controlled corporations, government financial institutions and local government units procuring Goods, Consulting Services and Infrastructure Projects.

Qualification Standards. This refers to the minimum requirements for types of positions in terms of education, training and experience, eligibility, and other qualities for successful performance.

Reclassification of Position. This refers to the change in position title with the corresponding increase in salary grade taking into consideration the qualification of the incumbent and the criteria applicable to the position.

Records. This refers to any paper, book, photograph, motion picture film, microfilm, sound recording, drawing, map, or other documents of any physical form or character whatever or any copy thereof, that has been made by any entity or received by it in connection with the transaction of ---- business, and has been retained by that, entity or its successor as evidence of the objectives, organizations, functions, policies, decisions, procedures, operation or other activities of the government or because of the information contained.

Records disposition. This refers to the systematic transfer of non-current records from an Office to any records storage area. The identification and preservation of permanent records, as well as the outright destruction of records that are no longer of value to the department.

Records Disposition Schedule. This refers to the listing of a records series by an organization presenting or indicating each records period of retention in the Office area in storage as inactive file and its preservation or destruction.

Records Management System. This refers to an information system which captures, manages, and provides access to records.

Records Series. This refers to a group of related records arranged under a single unit or kept together as a unit because they deal with a particular subject, resulting from the same activity.

Repeat Order. This refers to the method of procurement of goods from the previous winning bidder, whenever there is a need to replenish goods.



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Retention Period. This refers to the specified length of time established and approved by competent authority within which a record file may be maintained or stored in an agency before it is finally disposed of.

Representative. This refers to a person duly authorized in writing through a valid Special Power of Attorney (SPA) executed by the applicant specifically stating the name of the representative and the purpose for its issuance.

Salary Adjustment. This refers to the change in salary as a result of increase in pay levels or upgrading of positions which does not involve a change in qualification requirements.

Shopping. Under Section 52.1 (b) refers to the procurement of ordinary or regular office supplies and equipment not available in the DBM-PS, in the amount not exceeding P1M.

Sick Leave. This refers to leave of absence granted on the account of sickness or disability on the part of the employee concerned or any member of his immediate family.

Small Value Procurement. This refers to: (a) goods not covered by shopping under Section 52 of the IRR of RA 9184, (b) infrastructure project, and (c) consulting services. The SVP shall be subdivided into two: (1) amounts of Php50,000.00 and below and (2) amount more than Php50,000.00 but does not exceed Php1,000,000.00.

Special Order (SO). This refers to the authority issued by the Department of Education as a requirement for the graduation of students from the formal secondary level in private schools, on a certain date, and is granted conditionally upon the successful completion of the requirements, therefore.

Special Privilege Leave. This refers to leave of absence on which officials/employees can avail for a maximum of three (3) days annually (personal milestones, personal obligations, filial and domestic responsibilities.)

Step Increment. This refers to the increase in salary from step to step within the salary grade allocation of the official or employee's position in recognition of meritorious performance based on a Performance Management System approved by the CSC and/or through length of service.

Tangible. This refers to a thing that is perceptible by touch.

Temporary PCAB License. This refers to the document issued by PCAB to a contractor who has filed for renewal of PCAB license before the 30th of June of each year but have not yet been processed due to high volume of applicants.



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Terminal Leave. This refers to money value of the total accumulated leave credits of an employee based on the highest salary rate received prior to or upon retirement date/voluntary separation.

Transfer. This refers to the movement from one station to another which is of equivalent rank, level, or salary without break in service involving the issuance of an appointment.

Upgrading. This refers to the change in position title with the corresponding increase in salary grade. Positions are upgraded in order to effectively attain the functions and duties attached to the position and for the employee to perform an all-around adaptability in meeting diverse work assignments.

Vacation Leave. This refers to leave of absence granted to officials and employees for personal reasons, the approval of which is subject upon the necessities of the service.

Valuable Items. This refers to the items that have considerable monetary and material value for use or exchange. E.g., jewelry, mobile, wallets, laptops, iPads, etc.

Verification. This refers to a sworn statement attesting to the truth of the facts in a document.



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Acronyms

ABC	Approved Budget for the Contract
ACIC	Advice of Check Issued and Cancelled
ADA	Advice to Debit Account
ADA III	Administrative Aide III
ADA IV	Administrative Aide IV
ADA VI	Administrative Aide VI
ADAS I	Administrative Assistant I
AOB	Abstract of Bids
AOQ	Abstract of Quotation
AO V	Administrative Officer V
AO IV	Administrative Officer IV
AO II	Administrative Officer II
AO I	Administrative Officer I
ARA	Agency Remittance Advice
APP	Annual Procurement Plan
AMS	Asset Management Section
AMT	Attendance Monitoring Tool
AGDB	Authorized Government Depository Bank
APDS	Automatic Payroll Deduction System
BAC	Bids and Awards Committee
BR	Board Resolution
CDRec	Cash Disbursement Record
CAF	CAV Application Form
CAV	Certification, Authentication & Verification
CLP	Certification of Last Payment
CAO	Chief Administrative Officer



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CSC	Civil Service Commission
CTI	Co Terminus with the Incumbent
COA	Commission on Audit
COE	Certificate of Employment
COS	Contract of Service
DTR	Daily Time Record
DBM	Department of Budget & Management
DepEd	Department of Education
DFA	Department of Foreign Affairs
DO	DepEd Order
DM	DepEd Memorandum
DR	Delivery Receipt
DV	Disbursement Voucher
DMS	Document Management System
DEF	Driver's Evaluation Form
EBCS	Electronic Billing and Collection System
ESSD	Education Support Services Division
ERF	Equivalent Record Form
FD	Functional Division
GAA	General Appropriations Act
GPPB	Government Procurement Policy Board
GSU	General Services Unit
GFI	Government Financial Institution
GMIS	Government Manpower Information System
GSIS	Government Service Insurance System
HDMF	Home Development Mutual Fund
HOPE	Head of the Procuring Entity



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HRMO	Human Resource Management Officer
ICS	Inventory Custodian Slip
IIRUP	Inventory and Inspection Report of Unserviceable Property
IIRUSP	Inventory and Inspection Report of Unserviceable Semi-Expendable Property
ITB	Invitation to Bid
IU	Implementing Unit
JO	Job Order
JR	Joint Resolution
LCB	Lowest Calculated Bidder
LCRB	Lowest Calculated and Responsive Bidder
LO	Liaison Officer
LDDAP	List of Due and Demandable and Accounts Payable
LWOP	Leave Without Pay
MWEF	Maintenance Work Evaluation Form
MC	Memorandum Circular
MDS	Modified Disbursement System
MOA	Memorandum of Agreement
MT	Master Teacher
NOA	Notice of Award
NAP	National Archives of the Philippines
NBC	National Budget Circular
NCP	Newly Created Position
NTP	Notice to Proceed
NTP	Non-teaching Personnel
NOSA	Notice of Salary Adjustment



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NOSCA	Notice of Organization, Staffing and Compensation Action
NOSI	Notice of Step Increment
OARD	Office of Assistant Regional Director
ORD	Office of Regional Director
ORS	Obligation Request and Status
OP	Order of Payment
OR	Official Receipt
ORAOHRA	Omnibus Rules on Appointment and Other Human Resource Action
PAR	Property Acknowledgement Receipt
PC	Property Card
PCAB	Philippine Contractors Accreditation Board
PDF	Position Description Form
PhilGEPS	Philippine Government Electronic Procurement System
PO	Purchase Order
POE	Program of Expenditures
POW	Program of Works
PPMP	Procurement Project Management Plan
PU	Procurement Unit
PRIME-HRM	Program to Institutionalize Meritocracy and Excellence in Human Resource Management
PSIPOP	Personal Services Itemization and Plantilla of Personnel
PEPT	Philippine Educational Placement Test
PHIC	Philippine Health Insurance Corporation
PLI	Private Lending Institution
PR	Purchase Request



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Department of Education
REGION IV-A – CALABARZON

PPE	Property Plant and Equipment
RA	Republic Act
R-IRR	Revised Implementing Rules and Regulations
RFP	Request for Proposal
RFQ	Request for Quotation
RDS	Records Disposition Schedule
RSP	Recruitment, Selection and Placement
RCI	Report of Checks Issued
RADAI	Report of Authority to Debit Advice Issued
RCD	Report of Collection and Deposits
RBA	Request for Budget Approval
RD	Regional Director
RIAC	Regional Inspection and Acceptance Committee
RIC	Regional Inventory Committee
RMOM	Records Management Operations Manual
RO	Regional Office
ROP	Regional Office Proper
RPU	Regional Payroll Unit
RIS	Requisition and Issue Slip
RPCPPE	Report on the Physical Count of Property, Plant and Equipment
RPCSP	Report on the Physical Count of Semi-Expendable Property
RRPPE	Receipt of Returned Property Plant and Equipment
RRSP	Receipt of Returned Semi-expandable property
RSMI	Report of Supplies and Materials Issued
SC	Stock Card
SCB	Single Calculated Bidder



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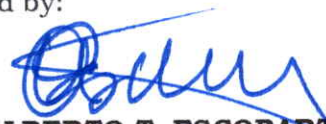
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REGION IV-A – CALABARZON

SRB	Single Rated Bidder
SRRB	Single Rated and Responsive Bidder
SCRB	Single Calculated and Responsive Bidder
SO	Special Order
SOA	Statement of Account
SALN	Statement of Assets and Liabilities Net worth
SAO	Supervising Administrative Officer
SDO	Schools Division Office
SH	School Head
SLIIAE	Summary of LDDAP-ADAs Issued and Invalidated ADA Entries
SPC	Semi-Expendable Property Card
TCE II	Teacher Credentials Evaluator II
TA	Travel Authority
TEADoc/TEAHub	Transparent, Ethical, and Accountable Document Tracking System
TOR	Term of Reference
WMR	Waste Material Report
WO	Work Order

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REGION IV-A – CALABARZON

QUALITY CONTROL PLAN

Effective as of May 27, 2024

Name of the Process: Acquisition of Tangible and Intangible Assets (Delivery of Goods)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Procurement Unit	Procurement documents	Delivery of goods	Supplier	Received delivered goods	ADA VI / ADA IV	TEAHub, Purchase Order, Delivery Receipt
ADA IV / ADA VI	Received delivered goods	Inspection and Acceptance of goods and Evaluate using the supplier's evaluation link	ADA VI/ADA IV / End-user / RIAC	Signed Inspection and Acceptance Report (IAR) and Accomplished external provider Evaluation Form	AO V	Inspection and Acceptance Report (IAR), Evaluation Form
AO V	Signed IAR	Prepare all supporting documents and forward to the Accounting	ADA IV / ADA VI/AO I	Received Accounting Unit	Accounting Section and AMS	TEAHub -RA 9184 -Handbook on Property and



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
		Unit for payment				Supply Management 2013 Edition -COA Circular No. 2015-007 -COA Circular No. 2022-004

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REGION IV-A – CALABARZON

QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process: Acquisition of Tangible and Intangible Assets (Job Order)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
GSU	Job request form / request letter for repair	Received the Job Request form	AO V / AO I	Request for Pre-repair Inspection	Regional Inspection and Acceptance Committee (RIAC)	Request for Pre-repair Inspection
RIAC	Request for Pre-repair Inspection	Inspect the reported request	RIAC	Pre-repair Inspection	AO V / AO I	Pre-repair Inspection
AO V / AO I	Pre-repair Inspection	Canvass at least three (3) quotation and check for the lowest quote	AO V / AO I	Preparation and approval of Job Order	Accountant and Regional Director	Quotations
Accountant and Regional Director	Preparation and approval of Job Order	Sign and approve Job Order	Accountant / Regional Director	Approved Job Order	AO V / AO I	TEAHub, Logbook
AO V / AO I	Approved Job Order	start / schedule of repair	Supplier	Sales Invoice (S.I.),	AO V / AO I	S.I.



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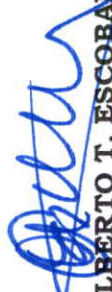
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
AO V / AO I	Sales Invoice, warranty Certificate	Prepare Post Repair Inspection, Acceptance and Waste Material Report (WMR)	AO V / AO I RIAC	warranty Certificate Post-Repair Inspection, Acceptance and WMR	AO V / AO I	Post Repair Inspection, Acceptance and WMR
AO V / AO I	JO, SI, Pre-repair, post-repair, Acceptance, WMR, warranty	prepare all documents for payment	AO V / AO I	completed documents for payment	Finance Division	TEAHub -RA 9184 -Handbook on Property and Supply Management 2013 Edition -COA Circular No. 2015-007

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QUALITY CONTROL PLAN

Effective as of May 27, 2024

Name of the Process: Asset Utilization and Inventory (Inventory of Asset)

SOURCE OF INPUTS (Position Title, Office Name providing the inputs)	INPUTS (Information, Documents, Materials, etc)	ACTIVITY (Main and Sub-activities, Process Steps)	RESPONSIBILITIES (Position Title/Office Name performing the activity)	OUTPUTS (Title of Documents, Service, Products)	CUSTOMER (Recipient of outputs)	CONTROLS (Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
AO I / ADA IV / ADA VI	Updated Prior Report on Physical Count of Property Plant and Equipment (RPCPPE) / Report on Physical Count of Semi-Expendable Property (RPCSP)	Prepare a Memorandum on the conduct of physical inventory	AO V	Approved memorandum	Functional Division / Unit / AO V	Memorandum RPCPPE RPCSP
AO V	Approved Memorandum	Prepare Notice for approval of Head of Agency	AO I / AO V	Approved Notice	Regional Inventory Committee (RIC) and COA	Approved Notice



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
RIC and COA	Approved Notice	Conduct of Physical Count of PPE and Semi-expandable Property	RIC and COA	Updated RPCPPE and RPCSP	RIC/AO I/ ADA VI	Printed Copy of RPCPPE and RPCSP
RIC / ADA VI	Printed RPCPPE and RPCSP	Approve and sign RPCPPE and RPCSP	CAO, RIC, RD	Approved RPCPPE and RPCSP	COA and Accounting	Validated report of RPCPPE <i>-Handbook on Property and Supply Management 2013 Edition</i> <i>- COA Circular No. 2015-007</i> <i>-COA Circular No. 2022-004</i>

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QUALITY CONTROL PLAN

Effective as of May 27, 2024

Name of the Process: Asset Utilization and Inventory (Recording and Issuance of Supplies)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
AO I / ADA IV / ADA VI	Delivery Receipt and Sale Invoice	Record the delivery of goods through the Asset Management System	ADA VI/ADA IV	Updated Stock Card (SC), Semi-Expandable Property Card (SPC), and Property Card (PC)	ADA VI/ADA IV	Stock Card, Semi-expandable Property Card, and Property Card
ADA VI/ADA IV	Updated SC, SPC, and PC	Receive request from Functional Division/Unit (FD/U) through the Asset Management System	ADA VI/ADA IV/ Requesting Unit	Accept the Request of Functional Division	FD/U or Requesting Unit	Asset Management System



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
FD/U or Requesting Unit	Accept the Request of the Functional Division	Prepare requested goods and the Requisition and Issue Slip (RIS)/Inventory Custodian Slip (ICS)/Property Acknowledgement Receipt (PAR)	AO I/ADA VI/ ADA IV/ AO V	Issued the Goods to the end-user using RIS/ICS/PAR	FD/U or Requesting Unit	Signed RIS/ICS/PAR

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QUALITY CONTROL PLAN

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Name of the Process: Asset Disposal

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Functional Division / Unit	Returned unserviceable properties	Received and issued Receipt of Returned Semi-expandable property (RRSP) and Receipt of Returned Property Plant and Equipment (RRPPE)	A.O. I/ADA IV / ADA VI	Signed Receipt of Returned Semi-expandable Property and Receipt of Returned Property Plant and Equipment	ADA IV / ADA VI / AO I / AO V	RRSP and RRPPE
ADA IV / ADA VI / AO I / AO V	Signed Receipt of Returned Semi-expandable Property and Receipt of Returned	Drop the Property Acknowledgement Report (PAR) or Inventory Custodian Slip (ICS) of the end-user and update	A.O. I/ADA IV / ADA VI	Updated RPCPPE and RPCSP	A.O. I / ADA IV / ADA VI	PAR / ICS and RPCPPE / RPCSP



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
A.O. I/ ADA IV/ ADA VI	Property Plant and Equipment RPCPPE/RPCSP	RPCPE or RPCSP Prepare the Inventory Inspection Report of Unserviceable Property (IIRUP) or Inventory Inspection Report of Unserviceable Semi-expandable Property (IIRUSP)	A.O. I/ADA IV/ ADA VI	Updated and Validated IIRUP and IIRUSP	A.O. I/ADA IV/ ADA VI/AO V	IIRUP / IIRUSP
AO I / AO V	Updated and Validated IIRUP / IIRUSP	Prepare a Request for Quotation (RFQ) and Post the Invitation to Bid (ITB) and send to prospective bidder	AO I / AO V	Request for Quotation and ITB	AO I / AO V	RFQ and ITB
AO I / AO V	Request for Quotation and ITB	Received Quotation from Prospective Bidder	BAC on Disposal Member	Quotation from prospective bidder	BAC on Disposal Member	Validated IIRUP / Posting of ITB / RFQ



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REGION IV-A - CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
BAC on disposal	Quotation	Preparation of Abstract of Quotation / BAC Resolution, Notice of Award (NOA)	BAC Disposal Members/Regional Director	Signed and Approved Abstract of quotation, BAC Resolution, NOA	AO I / AO V	Abstract of quotation / BAC Resolution/ Notice of Award
AO I / AO V	Signed and Approved Abstract of quotation, BAC Resolution, and NOA	Issuance of NOA	AO I / AO V	Duly received NOA	Bidder/ AO I /AO V	NOA
Bidder/ AO I/AO V	Duly received NOA	Preparation and approval of contract and Notice to Proceed (NTP)	AO V/ Regional Director	Approved Contract and NTP	AO I/ AOV	Contract and NTP
AO I/ AOV	Approved Contract and NTP	Issuance of Contract and NTP	AO I/AO V/ Bidder	Duly received Contract and NTP	Bidder	Contract and NTP
Bidder	Duly received Contract and NTP	Cash payment of Contract amount	Cashier	Official Receipt	Bidder	Official receipt -COA Circular No. 2015-007



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
						- COA Circular No. 86-264

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QUALITY CONTROL PLAN

Effective as of May 27, 2024

Name of the Process: Petty Cash

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Cash Section	Issued Checks	Encashment of Petty Cash	AO I	Petty Cash Fund	AO I	GAM Instruction, Appendix 50 - PCFRec
AO I	Petty Cash Fund	Disbursement of Petty Cash Fund	AO I	Liquidated Petty Cash Vouchers	AO I	P.D. 1445
Functional Division	Petty Cash Voucher / Validated OR's					
AO I	Liquidated Petty Cash Vouchers	Prepare the Report on Paid Petty Cash Voucher (RPPCV)	AO I	Signed RPPCV	Accountant II / Accountant I	GAM Instruction, Appendix 49 – RPPCV Legal Basis: -Handbook on the Cash



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REGION IV-A - CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
						Management and Control System as introduced by the Commission on Audit -COA Circular No. 2015 - 007

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QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process: **Collection and Deposits**

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Private Individual /Institution, Supplier, Contractor, Stakeholder, or Regional Office Employee	Order of Payment Cash	Issuance of Official Receipt	Cash Clerk / ADA VI / AO I	Duly filled – out OR (Original)	Private Individual /Institution, Supplier, Contractor, Stakeholder, or RO Employee ADA VI / AO I	CRRRec
ADA VI / AO I	Duly filled – out OR (duplicate & triplicate)	Preparation of Daily Deposit of Cash Collections	Cash Clerk / ADA I / AO I	Duly filled – out OR (Duplicate, & Triplicate) Duly filled – out deposit slip in 4 copies	AO V	CRRRec



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
AO V	Duly filled – out deposit slip in 4 copies Signed list of collections	Deposit of daily collection to AGDDB	ADA I / AO I	Signed list of collections Bank validated deposit slip Bank received list of collection	AGDB ADA I / AO I	CRRec Bank validation Bank Stamp “RECEIVE”
ADA I / AO I	Bank Validated Deposit Slip Bank received List of Collections Duly filled – out OR (duplicate & triplicate)	Prepare Report of Collections and Deposits (RCD) and transmittal letter	JO / ADA I CAO	Signed RCD and transmittal letter	Accounting Section	GAM Instructions, Appendix 26 – RCD Legal Bases: -Handbook on the Cash Management and Control System as introduced by the Commission on Audit



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
						- COA Circular No. 2015 – 007 - Presidential Decree 1445 Government Auditing Code of the Philippines, Sec. 101

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 REGION IV-A – CALABARZON

QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process: Preparation of ACIC / SLIAE (Preparation of Check Payment)

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls, Activity, Forms and Templates, References, Monitoring Tools)</i>
Functional Division	DV	Prepare Checks <i>(Input DV details in the Cash Transaction Database)</i>	JO / ADA VI / AO I	Filled – out check	ADA I / AO I	TEAHub Cash Transaction Database
ADA I / AO I	Filled – out check	Prepare Check and Advice of Checks Issued and Cancelled	JO / ADA I / AO I	Signed ACIC & Check by AO V	AO V	GAM Instruction Appendix 39 - ACIC
AO V	Signed ACIC, Check & DV	Forward the signed ACIC, Check & DV to ORD for the approval of the Regional Director <i>(Input ACIC details in the Cash Transaction Database)</i>	JO / ADA VI / AO I	Duly signed ACIC, Checks and DV	ORD	TEAHub Cash Transaction Database
ORD	Duly signed ACIC,	Transmit approved duly signed ACIC & checks duplicate with soft copy of	ADA I / AO I	Bank Received ACIC	AGDB ADA I / AO I	Stamp "RECEIVED" ACIC



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
	Checks and DV	batch summary to AGDB Burn the soft copy of batch summary to a Rewritable Disc		Issued Checks		Cash Transaction Database
ADA I / AO I	Issued Checks	Prepare Report of Checks Issued and transmittal letter. (Generate Report thru Cash Transaction Database)	ADA VI / AO I / AO V / CAO	Signed RCI Signed Transmittal	Accounting Section	GAM Instructions, Appendix 35 – RCI TEAHub Cash Transaction Database <i>Legal Basis:</i> - Handbook on the Cash Management and Control System as introduced by the Commission on Audit

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Name of the Process: Preparation of ACIC/SLIIAE (Processing of LDDAP – ADA Payment)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Functional Division	LDDAP – ADA	Preparation of SLIIAE (Input LDDAP-ADA details in the Cash Transaction Database upon received)	ADA I / AO I	Signed SLIIAE, Batch Summary, and LDDAP – ADA	AO V	TEAHub Cash Transaction Database GAM Instructions, Appendix 53 – SLIIAE
AO V	Signed SLIIAE and LDDAP – ADA	Forward the SLIIAE, Batch summary, and LDDAP – ADA to ORD for the approval of the Regional Director (Input SLIIAE details in the Cash Transaction Database)	JO / ADA VI / AO I	Duly signed SLIIAE and LDDAP – ADA	ORD	TEAHub Cash Transaction Database FINDes
ORD	Duly signed	Transmit duly signed SLIIAE,	ADA I / AO I	Bank received	AGDB	CkADARec



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
	SLIIAE and LDDAP - ADA	Batch Summary, LDDAP - ADA with soft copy of Batch Summary to AGDB Burn the soft copy of batch summary to a Rewritable Disc		SLIIAE, Batch Summary and LDDAP - ADA	ADA I / AO I	Bank Validation
ADA I / AO I	Bank Validated SLIIAE and LDDAP - ADA	Prepare RADAI and transmittal letter. (Generate Report thru Cash Transaction Database)	ADA VI / AO I CAO	Signed RADAI and transmittal letter.	Accounting Section	GAM Instructions, Appendix 13 – RADAI TEAHub Cash Transaction Database <i>Legal Basis: Handbook on the Cash Management and Control System as introduced by the Commission on Audit</i>

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QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process: Disbursement (Releasing of check)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Cash Section	Issued Check	Releasing of Check (Input release date in the Cash Transaction Database)	JO / ADA I / ADA VI / AO I	Duly signed DV, check warrant register and Official Receipt (if applicable)	Supplier, Contractor, Private Individual, Private Agencies and Stakeholders	Citizens Charter and Check warrant register Cash Transaction Database Legal Basis: -Handbook on the Cash Management and Control System as introduced by the Commission on Audit - COA Circular No. 2015 – 007

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Name of the Process: Disbursement (Preparation of ADA Payments)

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Functional Division	DV	Preparation of ADA <i>(Input DV details in the Cash Transaction Database)</i>	ADA I / AO I	Signed ADA and Batch Summary	AO V	Cash Database FINDes Transaction
AO V	Signed ADA and Batch Summary	Forward the SLIAE, Batch summary, and LDDAP – ADA to ORD for the approval of the Regional Director <i>(Input ADA details in the Cash Transaction Database)</i>	JO / ADA VI / AO I	Duly signed ADA and Batch Summary	ORD	Cash Database Transaction
ORD	Duly signed ADA and Batch Summary	Transmit duly signed ADA and Batch Summary with soft copy of	ADA I / AO I	Bank validated ADA and	AGDB ADA I / AO I	Bank Validation



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Cash Section	Bank Validated ADA and Batch Summary	Batch Summary to AGDB Burn the soft copy of batch summary to a Rewritable Disc Prepare RADAI and transmittal letter	ADA VI / AO I / AO V CAO	Batch Summary Signed RADAI and Transmittal	Accounting Section	GAM Instructions, Appendix 13 – RADAI TEAHub Cash Transaction Database Legal Basis: -Handbook on the Cash Management and Control System as introduced by the Commission on Audit -COA Circular No. 2015 – 007

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Effective as of April 27, 2023

Name of the Process: Disbursement (Salaries and Wages for SDO's and IU's)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
SDO	Fund Transfer for Salary payment	Prepare ADA	ADA I / AO I	Signed ADA and Hash report per SDO and IU	AO V	System Generated Data (PACVal)
RPSU	Hash Report (for AGDB) Pay total					WeAccess
AO V	Signed ADA and Hash Report per SDO and IU	Forward the ADA and Hash Report to ORD for the approval of the Regional Director	JO / ADA VI / AO I	Duly signed ADA and Hash Report	ORD	ADA Series
ORD	Duly signed ADA and Hash Report	Transmit duly signed ADA and Hash Report (hard	ADA I / AO I	Bank validated ADA	AGDB	Bank validation



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
AGDB	Bank validated ADA	and soft copy) to AGDB Burn the soft copy of Hash Report to a Rewritable Disc Monitor the transfer of funds from the RO Account to the Account of each SDO and IU	ADA I / AO V	Updated bank statement	SDO and IU	WeAccess Legal Basis: -Handbook on the Cash Management and Control System as introduced by the Commission on Audit -COA Circular No. 2015 – 007

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QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process: Disbursement (Remittance of PHIC Premiums)

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Cash Section	(See preparation of ACIC)	Payment of PHIC premiums 1. Log - in to the PHIC portal 2. Update the data base for the PHIC remittance 3. Generate the Statement of Premium Accounts (SPA) 4. Print the SPA Pay through the AGDB	AO I	Bank Validated PAR	AGDB	PHIC Portal Bank validation
AGDB	Bank validated	Posting of PHIC payment	AO I	Posted payment on	DEPED Region IV-A Personnel	PHIC Portal Legal Basis:



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
		1. Log - in to PHIC portal 2. Post the payment of remittance Monitor for the posting of payment		the PHIC Portal		-Handbook on the Cash Management and Control System as introduced by the Commission on Audit -COA Circular No. 2015 – 007

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Department of Education

REGION IV-A – CALABARZON

QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process: Disbursement (Remittance of GSIS Premiums)

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Functional Division	Disbursement Voucher	Prepare check payment 1. Update the database on the ERF 2. Hand over ERF file to RPSU for uploading in the EBCS Prepare appropriate check. (See process on	ADA I	Duly signed check	ADA I	Electronic Billing and Collection System (EBCS)



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 REGION IV-A - CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Cash Section	Duly signed checks	preparation of ACIC) Payment of GSIS premiums through AGDB	ADA I	Bank Validated Deposit Slip	AGDB	Bank Validation Legal Basis: -Handbook on the Cash Management and Control System as introduced by the Commission on Audit -COA Circular No. 2015 - 007

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QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process: Disbursement (Remittance of HDMF Premiums)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Cash Section	(See preparation of ACIC)	Payment of HDMF premiums	JO / AO I	Official Receipt from HDMF	HDMF	CkADARec Legal Basis: -Handbook on the Cash Management and Control System as introduced by the Commission on Audit -COA Circular No. 2015 - 007

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Name of the Process: Disbursement (Special Cash Advance)

SOURCE OF INPUTS (Position Title, Office Name providing the inputs)	INPUTS (Information, Documents, Materials, etc)	ACTIVITY (Main and Sub-activities, Process Steps)	RESPONSIBILITIES (Position Title/ Office Name performing the activity)	OUTPUTS (Title of Documents, Service, Products)	CUSTOMER (Recipient of outputs)	CONTROLS (Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Cash Section	Issued Checks	Encashment of checks and release of cash	AO I / AO V	Cash Signed and Approved Payroll Duly filled CDRec	Identified Claimants AO I / AO V	GAM Instructions, Appendix 40 – CDRec
AO I / AO V	Duly filled CDRec with attached supporting documents	Prepare Report of Cash Disbursement (RCDIsb) and Transmittal Letter	AO I / AO V CAO	Dully Signed RCDIsb and Transmittal Letter	Accounting Section	GAM Instructions, Appendix 41 – RCDIsb TEAHub Legal Basis: -Handbook on the Cash Management and Control System as introduced by the Commission on Audit



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
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Name of the Process: **Control of Accountable Forms**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Cash Section	OneDrive Virtual Data storage	Monitor the updating of all the reports on a daily basis	AO V	Updated RAAF	AO V	GAM Instructions Appendix 67 – RAAF
AO V	Updated RAAF	Generate the Report of Accountability on Accountable Forms and transmittal letter at the end of each month	AO V CAO	Signed RAAF and transmittal letter	COA	OneDrive GAM Instructions Appendix 67 – RAAF TEAHub

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Name of the Process: Maintenance and Closure of Bank Accounts (Opening of Bank Accounts)

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Accounting Section	Approved request to open bank account with supporting documents	Opening of Bank Accounts	ADA VI / AO I / AO V Authorized Signatories	Signed endorsement letter	AGDB ADA VI / AO I / AO V	Approved memo that has notation from Accounting and other Legal bases
ADA VI / AO I / AO V	Signed endorsement letter to AGDB and duly filled out and signed signature cards	Submits signed endorsement letter and accomplished signature cards to AGDB	ADA VI / AO I / AO V	Receiving copy of endorsement letter stamped Received by AGDB Notice of Approval of New Account	Functional Division, Focal or Proponent AGDB	Endorsement letter duly signed, and signature card duly accomplished



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
AGDB	Notice of Approval of New Account	Receives blank check booklets from AGDB	ADA VI / AO I / AO V	Newly Opened Bank Account Blank check booklets	AO V	Account number indicated in blank check tallies with the account number of the newly opened bank account
AO V	Blank check booklets	Prepares and signs letter of inspection for COA to inspect blank check booklets	AO I and AO V	Signed letter of inspection request to COA Inspected blank check booklets	COA	Timely preparation and error free letter stamped received by COA staff

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QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process:	Maintenance and Closure of Bank Accounts (Closure of Bank Accounts)
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position, Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position, Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Accounting Section	Approved request to close bank account with supporting documents	Closure of Bank Accounts	ADA VI / AO I / AO V Authorized Signatories	Signed endorsement letter	AGDB ADA VI / AO I / AO V	Approved memo that has notation from Accounting and other Legal basis
ADA VI / AO I / AO V	Signed endorsement letter to AGDB and duly filled out and signed signature cards	Submits signed endorsement letter	ADA VI / AO I / AO V	Copy of endorsement letter stamped Received by AGDB	AGDB Functional Division, Focal or Proponent	Endorsement letter duly signed



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Cash Section	Signed endorsement letter and two valid IDs	Transmit the indorsement letter and advise the individual opening an account to go to the AGDB branch	ADA VI / AO I / AO V	Newly opened bank account ATM Card	AGDB	Assigned account number and ATM Card
Newly hired individual without AGDB account	Newly opened bank account ATM Card	Update records of bank accounts and advise the individual to provide a copy to Personnel and Accounting section	ADA VI / AO I / AO V	Updated records of bank account		
Deped personnel who wishes to retire, resign or transfer	Letter request for closure/deactivation ATM card	Closure/deactivation of bank accounts	ADA VI / AO I / AO V	indorsement letter and ATM card	Individual without AGDB account	Timely preparation of error free letter
Cash Section	Signed indorsement letter and ATM card	Transmit the indorsement letter and advise the individual closing an account to go to the AGDB branch	ADA VI / AO I / AO V	Receiving copy of indorsement letter and deactivated ATM card	AGDB	Deactivated ATM Card <i>Legal Basis: Treasury Circular 01-2013</i>

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QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process: Recruitment, Selection and Placement (Recruitment)

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
AO IV (HRMO II)	PSIPOP	Request publication of vacant position in the CSC Website	AO IV	Publication of vacant position posted in the CSC website	AO IV, CSC; and other potential applicants	DepEd Order No. 7, s. 2023 CSC website (Job Portal) RA 7041 DepEd Order 19 s. 2022 CSC MC No. 14, s. 2018 ORAOHRA, as amended (2019 Edition) CSC MC No. 14, s. 2018 ORAOHRA, as
AO IV,	Publication of vacant position	Prepare Regional Memorandum	RD	Signed RM - Announcement of Vacancy	Potential applicants,	



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
CSC; and other potential applicants	posted in the CSC website	(RM)-Announcement of Vacancy for signature of Regional Director (RD)			and other offices	amended (2019 Edition)
Potential applicants, and other offices	Signed RM - Announcement of Vacancy	Conduct initial screening of applicant's documents	AO IV/II	Shortlist of qualified applicants	HRMPSB AO IV/II/ Secretariat	Google Drive (Folder name: RSP Files) CSC MC No. 14, s. 2018 ORAOHRA, as amended (2019 Edition)
HRMPSB AO IV/II/Secretariat	Shortlist of qualified applicants	Conduct initial evaluation	HRMPSB AO IV/II	Partial Scores per Individual Evaluation of Applicant	HRMPSB AO IV/II	Consolidated Individual Evaluation of Applicant CSC MC No. 14, s. 2018 ORAOHRA, as amended (2019 Edition)
HRMPSB AO IV/II	Partial Scores per Individual	Prepare Office Memorandum (OM) -for the	RD	Signed OM-schedule of	HRMPSB	Document log form/ Google drive log form



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITY ES	OUTPUTS	CUSTOMER	CONTROLS
	Evaluation of Applicant	schedule of selection process for signature of RD		selection process		TEAHub CSC MC No. 14, s. 2018 ORAOHRA, as amended (2019 Edition)
		Proceed to selection process				

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QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process:	Recruitment, Selection and Placement (Selection)
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
HRMPSB	Signed OM-schedule of selection process	Conduct selection process: a. Orientation b. Appreciation of documents c. Interview d. Written/ On-the-Job exam Consolidate scores of applicants	HRMPSB Members and Secretariat	Final scores of Individual Evaluation of applicants Consolidated score sheets	HRMPSB	Individual Evaluation of Applicant with final scores received from the HRMPSB Members CSC MC No. 14, s. 2018 ORAOHRA, as amended (2019 Edition)
HRMPSB	Final scores of Individual Evaluation of applicants	Deliberation of the HRMPSB based on the result of assessment.	HRMPSB members and secretariat	Comparative Assessment Result (CAR)	HRMPSB members	RSP File folder CSC MC No. 14, s. 2018



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
	Consolidated score sheets			signed by HRMPSB Minutes of the Meeting		ORAOHRA, as amended (2019 Edition)
HRMPSB members	Comparative Assessment Result (CAR) signed by HRMPSB Minutes of the Meeting	Prepare Memorandum for RD and for signature of the Chairperson/ARD	RD	Signed memorandum with approved CAR	AO IV (HRMO II)	RSP File folder CSC MC No. 14, s. 2018 ORAOHRA, as amended (2019 Edition)
		Proceed to placement process				

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Name of the Process: Recruitment, Selection and Placement (Placement)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs) AO IV (HRMO II)	(Information, Documents, Materials, etc) Signed/ approved Comparative Assessment Result (CAR)	(Main and Sub-activities, Process Steps) Notify the successful candidate thru letter for submission of requirements	(Position Title/Office Name performing the activity) AO IV/II	(Title of Documents, Service, Products) Signed Notification Letter Documents of successful candidates per requirements	(Recipient of outputs) Successful candidate AO IV/II	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools) TEAHub CSC MC No. 14, s. 2018 ORAOHRA, as amended (2019 Edition) DepEd Order No. 7, s. 2023
Successful candidate AO IV/II	Signed Notification Letter Documents of successful candidates per requirements	Prepare Appointment, Position Description Form (PDF), Assumption to Duty for signature	AO V CAO ARD RD Chief of the Division where the vacancy	Signed Appointment, Position Description Form (PDF), Assumption to Duty	Newly Appointed employee AO IV/II	PRIME HRM Level II Accredited per CSC Resolution promulgated October 5, 2020 CSC MC No. 14, s. 2018 ORAOHRA, as



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Newly Appointed employee AO IV/II	Signed Appointment , Position Description Form (PDF), Assumption to Duty	Furnish copies of approved appointment and other documents to the following: a.The Administrative Division/SAO for inclusion to GMIS-PSIPOP, GSIS membership/ updating. b.The Payroll Services for inclusion in the payroll system c.Appointee	exists (if applicable) AO IV/II/ADA VI	PSIPOP, GSIS BP Number, Masterfile	AO IV/II/ADA VI	amended (2019 Edition) DepEd Order No. 7, s. 2023 PSIPOP and Masterfile CSC MC No. 14, s. 2018 ORAOHRA, as amended (2019 Edition) DepEd Order No. 7, s. 2023



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
AO IV/II	PSIPOP, GSIS BP Number, Masterfile	File the appointment and other supporting documents in the 201 files.	AO IV/II	Updated 201 files	AO IV/II	201 Files
AO IV/II	Updated 201 files	Oath-taking	RD AO IV/II	Signed Oath of Office	AO IV/II/ Appointee	201 Files
AO IV/II/ Appointee	Signed Oath of Office	Encode newly appointed / promoted personnel in the Notice of Appointment Issued	AO IV/II	Notice of Appointment Issued	HRDD	Depedcalabarzon.ph website under Transparency tab - Notice of Appointment Issued

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Effective as of April 24, 2024

Name of the Process: Recruitment, Selection and Placement (Request for Transfer from one station to another)

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Records Section Teaching, Teaching related, and Non-Teaching personnel	Indorsement letter from originating SDO with complied requirements	Prepare Indorsement letter (Enclosure) address to the receiving Region	AO IV/II	Indorsement letter	CAO (ASD), RD/ARD, and other Signing signatories	DepEd Order No. 22, s. 2013 DepEd Memo OUHROD-2023-1763 Regional Memo No. 725 s. 2023 TEAHub Personnel Monitoring Form via Google drive
CAO, RD/ARD, and other Signing signatories	Indorsement letter (Enclosure)	Indorsement letter for signature	AO V, CAO, RD/ARD, and other Signing signatories	Signed Indorsement letter - Transfer for enclosure	Records Section	DepEd Order No. 22, s. 2013 DepEd Memo OUHROD-2023-1763 Regional Memo No. 725 s. 2023 TEAHub



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
						Personnel Monitoring Form via Google drive

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QUALITY CONTROL PLAN

Effective as of May 27, 2024


Name of the Process: Recruitment, Selection and Placement (Application for Evaluation of Equivalents Record Form (ERF))

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Teaching, Teaching related and Non-Teaching positions TCE II	Request for evaluation of ERF	Evaluate and prepare a letter addressed to the SDO	TCE II	Evaluated ERF with an attached transmittal letter	SAO ARD / CAO-ASD	RM No. 630 s. 2017 TEAHub Google Drive
SAO ARD / CAO-ASD	Evaluate ERF with an attached transmittal letter	For the signature of authorized official	ARD / CAO-ASD	Signed transmittal letter with attached ERF	Records Section	RM No. 630, s. 2017 TEAHub Google Drive

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QUALITY CONTROL PLAN

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Name of the Process: Recruitment, Selection and Placement (Reclassification through Plantilla Allocation List (PAL) with approved Equivalent Records Form)

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Services, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Records Section Teaching and Teaching related personnel	Request for Reclassification through PAL with approved ERF	Evaluate and prepare letter addressed to the DBM	TCE II	Indorsement letter With PAL	SAO CAO RD / ARD	RM No. 630 s. 2017 Google drive TEAHub
SAO CAO RD / ARD	Indorsement letter with PAL	Indorsement letter and PAL for signature	RD / ARD	Signed Indorsement letter with PAL	Finance Division	ERF-Reclass-NOSCA Google Sheet RM No. 630, s. 2017

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QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process:	Recruitment, Selection and Placement (Reclassification for School Head and Master Teacher Positions)
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Records Section	Submitted documents:	Evaluate/validate submitted documents, and prepare letter addressed to the DBM	TCE II	Indorsement letter with PAL	SAO	DO No. 97, s. 2011
SH and MT Positions	Request for reclassification of position of MT and SH with PAL, SF-7, Service Record				CAO	Google drive log form
SAO	Indorsement letter with PAL	Indorsement letter and PAL for signature	RD / ARD	Signed Indorsement Letter with PAL	RD / ARD	TEAHub
CAO					Finance Division	DO No. 97, s. 2011
RD / ARD					TEAHub	ERF-Reclass-NOSCA Google Sheet

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Name of the Process: Recruitment, Selection and Placement (NOSCA for Newly-Created Positions)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs) DBM	(Information, Documents, Materials, etc) Approved NOSCA	(Main and Sub-activities, Process Steps) Classify and prepare Indorsement letter addressed to SDO	(Position Title/Office Name performing the activity) AO IV/II	(Title of Documents, Service, Products) Indorsement letter	(Recipient of outputs) SAO CAO RD/Authorized Representative	(Input, Process and Output Controls, Activity, Forms and Templates, References, Monitoring Tools) Memorandum from CO on the deployment of NCP Google drive log form
RD/Authorized Representative	Indorsement Letter	Indorsement letter for signature	RD/Authorized Representative	Signed Indorsement letter	Records Section	TEAHub

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Name of the Process: Leave Management (Request for Travel Abroad)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position, Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Personal Foreign Travel/Teaching, Teaching related and Non Teaching positions)						
Records Section	Indorsement of the SDS, Annex D, Written Manifestation, Certificate of No Pending Case, School/Division Clearance and CSC Form 6	Evaluate the documents for the preparation of Indorsement letter addressed to concerned SDS	AO IV/II	Indorsement letter and duly filled out CSC Form 6, Annex D	CAO RD	DepEd Order No. 43, s. 2014 DepEd Order No. 43 & 46, s. 2022 CSC Omnibus Rules on Leave Google drive log form TEAHub
Teaching, Teaching related and Non Teaching positions	Special Order designating an OIC (for Division Chiefs and Higher)					DepEd Memorandum No.8, s. 2018



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
CAO RD	Indorsement letter and duly filled out CSC Form 6, Annex D	For signature of the following: a. Indorsement letter b. CSC Form 6 Annex D	RD	Signed Indorsement Letter Approved CSC form 6 Signed Annex D	Records Section	TEAHub
Personal Foreign Travel (RD, ARD, SDS & ASDS- 3rd level positions)						
Records Section RD, ARD, SDS & ASDS	Indorsement letter, Annex D, Written Manifestation, Certificate of No Pending Case, School/Division Clearance and CSC Form 6 & Special Order designating an OIC	Evaluate the documents for the preparation of Indorsement letter addressed to CO	AO IV/II	Indorsement letter and duly filled out CSC Form 6, Annex D	CAO RD	DepEd Order No. 43, s. 2014 DepEd Order No. 43 & 46, s. 2022 CSC Omnibus Rules on Leave Google drive log form TEAHub DepEd Memorandum No.8, s. 2018



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
CAO RD	Indorsement letter and duly filled out CSC Form 6, Annex D	For signature/initial of the following: a. Indorsement letter b. CSC Form 6 Annex D	RD	Signed Indorsement letter and Form 6 Annex with initial of RD	Records Section	TEAHub
Official Foreign Travel						
Records Section Teaching, Teaching related and Non Teaching positions	Indorsement letter, Annex A, Signed Invitation addressed to the requesting party from foreign host, Approved Activity Request and WFP Indicating that funds are earmarked for the travel expenses to be incurred, Written Justification, Certificate of No Pending Case, School/Division, Cert. from	Evaluate the documents for the preparation of Indorsement letter addressed to CO	AO IV/II	Indorsement letter, duly accomplished and Annex A	CAO RD	DepEd Order No. 43, s. 2014 DepEd Order No. 43 & 46, s. 2022 CSC Omnibus Rules on Leave Google drive log form TEAHub DepEd Memorandum No.8, s. 2018



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
CAO RD	Accounting Div./Section/Unit that the previous cash advance has been liquidated, Special Order designating an OIC (for Division Chiefs and higher) Indorsement letter, duly accomplished Annex A	For signature of the following: a. Indorsement letter Annex A	RD	Signed Indorsement letter and Annex A	Records Section	TEAHub

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22.03.2005



Republic of the Philippines
Department of Education
 REGION IV-A – CALABARZON

QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process: Leave Management (Request for Leave of Absence)

SOURCE OF INPUTS <i>(Position, Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position, Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
ROP	Duly filled-out CSC Form No. 6, revised 2020 – (must contain the recommendation of concerned FD Chief)	Process the CSC Form 6	AO II	Updated Leave Card of the concerned employee Duly filled-out CSC Form 6 with inputs under box 7.c	CAO RD / ARD	CSC Omnibus Rules on Leave Google drive log form TEAHub
CAO RD / ARD	Updated Leave Card of the concerned employee	CSC Form 6 under box 7.c for appropriate action of the ff.:	RD ARD	Signed/ approved CSC Form 6	Records Section	CSC Omnibus Rules on Leave TEAHub



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22.02.2023



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REGION IV-A – CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
	Duly filled-out CSC Form 6 with inputs under box 7.c	a. If application for leave of FD Chiefs, for signature of RD b. If application for leave of regional office employees (except Chiefs), for signature of ARD				

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 Chief Administrative Officer
 Administrative Services Division

Approved by:


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Republic of the Philippines

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REGION IV-A – CALABARZON

QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process: Leave Management (Request for Study Leave)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Record Section SDO RO personnel	Indorsement from the SDS on the request for study leave	Prepare Indorsement letter, and fill-out CSC Form 6 (7.c)	AO IV/II	Indorsement letter, Schedule of Study Leave and duly filled-out CSC Form 6	AO V ADA VI-PS	CSC Omnibus Rules on Leave RA 4670 - Magna Carta for Public School Teachers Google drive log form
AO V ADA VI-PS	Indorsement letter, Schedule of Study Leave and duly filled-out CSC Form 6	Indorsement letter, Schedule of Study Leave and duly filled-out CSC Form 6 for initial	CAO	Indorsement letter, Schedule of Study Leave and duly filled-out CSC Form 6 initiated by CAO.	ADAS I-ASD ADAS-ORD RD	TEAHub
ADAS I-ASD	Indorsement letter,	Indorsement letter, Schedule	RD	Signed Indorsement	ADAS-ORD	TEAHub



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
ADAS-ORD RD	Schedule of Study Leave and duly filled-out CSC Form 6 initiated by CAO.	of Study Leave and duly filled-out CSC Form 6 for signature.		t letter, Schedule of Study Leave and CSC Form 6.	ADA VI-Records Section	

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QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process: Compensation and Benefits (Payroll Preparation)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
ROP	(Information, Documents, Materials, etc) E-form7	(Main and Sub-activities, Process Steps) Payroll Preparation	(Position Title/ Office Name performing the activity) ADA VI	(Title of Documents, Service, Products) Summary of Disbursements per SDO/IU Division total Mandatory Deductions Pay slip Payroll Hash Report (for Landbank) Remittance Lists	(Recipient of outputs) Accounting Section ROP, SDOs and IUs Cash Section GFIs and PLIs	(Input, Process and Output Controls: Activity, Forms and Templates, References, Monitoring Tools) Master File/Database DepEd issuance dated September 6, 2005 - Payroll Servicing Manual DO No. 7, s. 2023 DO No. 37 s. 2004 CSC MC No. 08, s. 2014 DBM Budget-Circular- No. 1 s. 2018 DO No. 14, s. 2019 DBM Budget-Circular- No. 4 s. 2016
SDOs and IUs	E-updates of employees profile (Appointment NOSI/NOSA, Marriage Contract for Civil Status, etc.)					
GFIs and PLIs	Billing of PLIs/GFIs					



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REGION IV-A – CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Accounting Section ROP, SDOs and IUs	Summary of Disbursements per SDO/IU Division total Mandatory Deductions Pay slip	Transfer of funds for salaries	(See Accounting Section process)	Disbursement Report	Accounting Section	NBC-No-579 dated January 24, 2020 DBM Budget-Circular-No. 2 s.2017 Congress JR No. 42 dated June 17, 2009 DBM BC-No. 4 s.2017 DepEd BR No. 09, s. 2020 DO No. 53, s. 2003 DM OUF-2021-0703 TEAHub



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Cash Section GFIs and PLLs	Payroll Hash Report (for Landbank) Remittance Lists					

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QUALITY CONTROL PLAN

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Name of the Process: Compensation and Benefits (Application for Monetization of Leave Credits)

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
RO Personnel	Duly filled-out CSC Form 6 with request Letter	Check the available leave credits in the updated Leave Card as against the CSC Form 6 application	AO II	Updated Leave Card of the concerned employee Duly filled-out CSC Form 6	AO V CAO ARD RD	CSC MC No. 41, s. 1998 DBM BC No.2 s. 2016 CSC Omnibus Rules on Leave TEAHub
AO V CAO ARD RD	Updated Leave Card of the concerned employee Duly filled-out CSC Form 6	Duly filled-out CSC Form 6 for signature	ARD RD	Approved CSC form 6	AO II	CSC MC No. 41, s. 1998 DBM BC No.2 s. 2016 CSC Omnibus Rules on Leave



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
AO II	Approved CSC Form 6	Prepare the following: a. Computation For monetization b. Payroll	AO IV/II	Computation and Payroll	CAO RD	CSC MC No. 41, s. 1998 DBM BC No.2 s. 2016 CSC Omnibus Rules on Leave Google drive log form
CAO RD	Computation and Payroll	Computation and Payroll for signature	CAO RD	Signed Computation and Payroll	Finance Division	Google drive log form

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QUALITY CONTROL PLAN

Effective as of April 27, 2023


Name of the Process: Compensation and Benefits (Application for Retirement)

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Records Section	Duly indorsed Application for Retirement with supporting documents	Check and evaluate documents, and prepare Indorsement letter addressed to the GISIS	AO IV/II	Indorsement letter	AO V CAO / ARD / RD	RA 8291 (GISIS Act of 1997)
SDO						PD 1146 (Pension or Cash Pay) RA 7699 Google drive log form
AO V CAO / ARD / RD	Indorsement letter	Indorsement letter for signature	AO V CAO / ARD/RD	Signed indorsement letter	Records Section	TEAHub TEAHub

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QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process: Compensation and Benefits (Application for Terminal Leave Benefits)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position, Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Records Section SDO	Indorsement from the SDS on the Application for Terminal Leave	Prepare the Terminal Leave Computation, Certificate of One Salary Grade Higher (if applicable), and CSC Form 6 (7.c)	AO IV/II	Terminal Leave Computation, Certificate of One Salary Grade (if applicable) Higher, and duly filled out CSC Form 6 (7.c)	AO V ADA VI- PS	CSC Omnibus Rules on Leave DBM BC No. 2 s. 2016 Sec. 40 of CSC MC No. 41 as amended by MC No. 14 s. 1998 Google drive log form TEAHub TEAHub
AO V ADA VI- PS	Terminal Leave Computation, Certificate of One Salary	Terminal Leave Computation, Certificate of One Salary Grade Higher (if	CAO	Terminal Leave Computation, Certificate of One Salary Grade Higher (if	ADAS I - ASD ADAS - ORD	



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	Grade (if applicable) Higher, and duly filled out CSC Form 6 (7.c)	applicable) and CSC Form 6 for initial and signature.		applicable) and CSC Form 6 initialed and signed by CAO.		
ADAS I - ASD	Terminal Leave Computation, Certificate of One Salary Higher (if applicable) and CSC Form 6 initialed and signed by CAO	Terminal Leave Computation, Certificate of One Salary Higher (if applicable) and CSC Form 6 for signature.	RD	Signed Terminal Leave computation, Certificate of One Salary Higher (if applicable) and CSC Form 6	ADAS - ORD	TEAHub
ADAS - ORD					ADA VI - Records Section	

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QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process: Compensation and Benefits (Certificate of Last Payment (CLP))

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
ROP SDOs IUs Teaching/ Non-Teaching Personnel	Letter-request for the issuance of Certificate of Last Payment (CLP) Updated Service Record – (LWOP) indicated	Prepare CLP	ADA VI (Payroll Services)	Certification of Last Payment (3 copies)	ADAS I- ASD	DO 99, S. 1988 CSC MC No. 08, s. 2014 CLP Number Series
ADAS I (ASD)	Certificate of Last Payment (3 copies)	CLP for signature of the CAO/SAO	CAO/SAO (ASD)	Signed CLP	ADAS I-ASD	Logbook



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
ADAS I-ASD	Signed CLP	Release signed CLP	ADA VI (Payroll)	Copy of CLP as received by the requesting party	ROP SDOs IUs Teaching/N on-Teaching Personnel	CLP Number Series, CLP Filing Folder (per SDO)

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Republic of the Philippines
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QUALITY CONTROL PLAN

Effective as of April 27, 2023


Name of the Process: Compensation and Benefits (Preparation of Notice of Step Increment (NOSI))

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Personnel Section	Service Record Plantilla of Personnel	Prepare and Print the list of employees entitled for step increment	AO V	List of employees entitled for step increment	CAO RD	CSC and DBM Joint Circular No. 1, s. 2012 DECS Order No. 63, s. 1990 PSIPOP (hard copy)
CAO RD	List of employees entitled for step increment	Prepare NOSI for signature of RD	RD	Signed NOSI	Records Section	Payroll System CC: File, RPSU, Acctg, Personnel

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REGION IV-A – CALABARZON

QUALITY CONTROL PLAN

Effective as of April 27, 2023


Name of the Process:	Compensation and Benefits (Preparation of Notice of Salary Adjustment (NOSA))
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SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title of Document, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
DBM	-NBC -Plantilla of Personnel -Service Record	Prepare individual Notice of Salary Adjustment (NOSA)	AO V	NOSA	ADA VI - PS ADAS I-ASD	National Budget Circular (NBC)
ADA VI - PS ADAS I-ASD CAO	NOSA	NOSA for initial of CAO	CAO	Initialed NOSA	CAO ADAS I- ASD ADAS - ORD	Logbook Document Log Form
ADAS I- ASD ADAS - ORD	Initialed NOSA	NOSA for signature	RD	Signed NOSA	ADAS - ORD ADA VI-RS	Logbook Cc: File, RPSU, Acctg, Personnel

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QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process: Personnel Records Management (Submission of Statement of Asset, Liabilities, and Net Worth (SALN))

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Personnel Section		Prepare Office Memorandum (OM)- submission of SALN	AO V	Office Memorandum	AO V ADA VI-PS ADAS I-ASD	R.A. 6713 - Code of Conduct and Ethical Standards for Public Officials and Employees SALN Form (Rev. 2015) - DepEd Portal
AO V ADA VI - PS ADAS I -ASD	Office Memorandum	Office Memorandum (OM) for review and initial	CAO	Office Memorandum (OM)-initialed by CAO	ADAS I - ASD ADAS - ORD	TEAHub



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
ADAS I - ASD ADAS - ORD	Office Memorandum (OM) initiated by CAO	Office Memorandum (OM) for signature	RD	Signed Office Memorandum	Regional Office Personnel (ROP)	TEAHub
Regional Office Personnel (ROP)	Duly filled-out and signed SALN	Check and review the duly filled-out SALN	AO V/II	Consolidated duly accomplished and signed 4 copies for: a. Office of the Ombudsman for Luzon b. Personnel Section's copy (201 files) c. Records' Section copy d. Employee's/ Personal copy	Members of the Review and Compliance Committee (RCC)	Summary of Filers
Members of the Review and Compliance Committee	Consolidated duly accomplished and signed 4 copies for: a. Office of the Ombudsman for Luzon	Prepare the following documents: a. Transmittal Letter addressed to CSC Field Office - Rizal	Members of the Review and Compliance Committee	Transmittal Letter Notarized Certification Certification - Total No. of SALN	ADA VI-PS ADAS I-ASD	Google drive log form



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REGION IV-A – CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
ADA VI-PS ADAS I- ASD	b. Personnel Section's copy (201 files) c. Records' Section copy d. Employee's/Personal copy	b. Notarized certification on the submitted e-copy of the original SALN c. Certification - Total no. of submitted SALNs Summary List of Filers Certification of Compliance SALN Submission/Filing	CAO/RCC Chairperson	Summary List of Filers Certification of Compliance SALN Submission/Filing	ADAS I- ASD ADAS - ORD	Logbook
	Transmittal Letter Notarized Certification Certification - Total No. of SALN Summary List of Filers Certification of Compliance SALN Submission/Filing	Initial/sign the following documents: -Transmittal Letter addressed to CSC Field Office - Rizal -Notarized certification on the submitted e-copy of the original SALN -Certification - Total no. of submitted SALNs -Summary List of Filers		Initialed/Signed documents by CAO/RCC Chairperson: -Transmittal Letter addressed to CSC Field Office - Rizal -Notarized certification on the submitted e-copy of the original SALN		



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
ADAS I-ASD ADAS -ORD	Initialed/Signed documents by CAO/RCC Chairperson: -Transmittal Letter addressed to CSC Field Office - Rizal -Notarized certification on the submitted e-copy of the original SALN -Certification - Total no. of submitted SALNs	-Certification of Compliance SALN Submission/Filing	RD	-Certification - Total no. of submitted SALNs -Summary List of Filers -Certification of Compliance SALN Submission/Filing	ADA VI-Records Section	Personnel File
		Sign the following documents: a. Transmittal Letter b. Notarized Certification c. Certification - Total No. of SALN d. Summary List of Filers		Signed: a. Transmittal Letter b. Notarized Certification c. Certification - Total No. of SALN d. Summary List of Filers		



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REGION IV-A – CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
	-Summary List of Filers -Certification of Compliance SALN Submission/Filing					

Prepared by:

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 Chief Administrative Officer
 Administrative Services Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
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Certificate No. PMP 085
22.11.085



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Department of Education
 REGION IV-A – CALABARZON

QUALITY CONTROL PLAN

Effective as of April 27, 2023

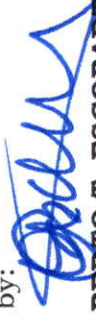
Name of the Process: Personnel Records Management (Issuance of Certificate of Employment (Regular/With Compensation))

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
ROP	Written request of RO Personnel Basic Profile Information Updated salary in plantilla	Receive requests from ROP and prepare COE	AO II	Printed COE of requesting ROP	ADAS I	Logbooks Need legal basis
ADAS I	Printed COE of requesting ROP	For signature of Authorized signatory	Authorized signatory	Signed COE of requesting ROP	ADAS I	Duly signed Certificate of Employment of requesting RO personnel
ADAS I	Signed COE of requesting ROP	Release signed COE	ADAS I	Released signed COE	Requesting ROP	Receiving Logbook

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Name of the Process: Personnel Inventory (Online Process on Personal Services Itemization and Plantilla of Personnel (PSIPOP))

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
DBM	Basic Profile Information	Log-in to the system end-user authorized to edit personnel profile due to promotion / increase of salary			DBM	NBC No. 549 s. 2013
SDO	Comprehensive Database	Forward to Approver 1 for validation (Approver 1 will log-in) Forward to Approver 2 for validation (Approver 2 will log-in) Forward to Approver 3 for	AO V	Updated Profiles and Salaries	SDO	PSIPOP System / GMIS



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23.11.2018



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
		validation (Approver 3 will log-in) Forward to Approver 4 Final Validation DBM will upload				

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QUALITY CONTROL PLAN

Effective as of April 27, 2023


Name of the Process: Automatic Payroll Deduction System (APDS) Management (Referral Letter to Private Lending Institutions)

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
ROP	Letter request for deletion from the client Supporting documents	Prepare Referral letter to concerned PLLs	ADA VI	Referral Letter to PLLs	ADAS I	DO No. 18, s. 2018 TEAHub
ADAS I	Referral Letter to PLLs	Referral Letter for signature	CAO (ASD)	Signed Referral Letter	Records Section	TEAHub

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Effective as of April 27, 2023

Name of the Process:	Automatic Payroll Deduction System (APDS) Management (Verification of Loan Applications of DepEd Borrowers under the Automatic Payroll Deduction System (APDS))
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
RO Borrower/ Lender	E-copy of latest pay slip (with stamped loan details and signature of the PLI loan officer)	Receive via email, and print copy of pay slip with stamped computation of concerned PLI	Designated Verifier	Printed copy of latest pay slip (with stamped loan details and signature of the PLI loan officer)	Designated Verifier	DO No. 18, s. 2018 DO No. 20, s. 2021 DO No. 14, s. 2019
Designated Verifier	Printed copy of latest pay slip (with stamped loan details and signature of the PLI loan officer)	Record the details of the RO Borrower and of the Lender that are pertinent to the assessment of the Borrower's capacity to pay	Designated Verifier	Ledger in excel format/MS excel	Designated Verifier	E-mail trail Verifier's ledger in excel format/MS excel



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Designated Verifier	Ledger in excel format/MS excel	Determine if the stamped monthly amortization can be accommodated in the APDS a. If the monthly amortization can be accommodated in the pay slip, proceed to step the next step b. If the monthly amortization cannot be accommodated in the pay slip, inform the Borrower that the loan cannot be granted under the APDS via email copy furnished the Lender	Designated Verifier	Ledger in excel format/MS excel	Borrower/ Lender	Assessment via email
Borrower/ Lender	Ledger in excel format/MS excel	E-mail assessment to the Lender, copy furnished the Borrower	Designated Verifier	Ledger in excel format/MS excel	Lender/ Borrower	Assessment via email

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Name of the Process: Employee Relations

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
RO Personnel /complainant	Letter of complaint addressed to the Regional Director	Refer to the Office of the Regional Director for review and appropriate action	AO V	Log book	ADA VI-PS ADAS I-ORD	Log book DepEd Order No. 35, s. 2004 OM-2023-144
		* If administrative Offense , refer to OM of Legal Unit * If grievable issues , refer to OM of OARD				

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Name of the Process: Personnel Performance Management (Consolidation of IPCRF)

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
ROP	IPCRF	Received duly signed and approved IPCRF mid-year/annually in the Personnel Section – ASD	ROP	Stamped receive IPCRF (Mid-year/annually)	AO II (HRMO I)	DO No. 2, s. 2015 Google drive log form
AO II (HRMO I)	Stamped receive IPCRF (Mid-year/annually)	Prepare consolidated list of IPCRF, and file in one File Folder	AO II (HRMO I)	Summary list of submitted IPCRF per FD	Personnel Section	File folder

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Name of the Process: Publication of Issuances

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls, Activity, Forms and Templates, References, Monitoring Tools)</i>
ORD	Signed Regional Memorandum / Advisory documents for uploading	Check the completeness of signatories and attachment Stamp release and put initial and date of release Scan and forward through email to ICT and originating office File hardcopy and archive scanned copy	ADA II / ADA VI	Released RM / RA and other documents for uploading	ICT	TEAHub DepEd Region IV-A CALABARZON Website: https://depedcalabarzon.ph/ Digitized copy of Memorandum

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Department of Education
 REGION IV-A – CALABARZON

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Effective as of April 27, 2023

Name of the Process: Handling of Incoming Documents

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
ROP SDO Liaison Officers School Representatives External Stakeholders	For Hardcopy: Hand carried request letters for action / letter of complaints/Registered Mail from different couriers For Softcopy: Incoming communication thru online platforms (Email/DMS)	Read and classify incoming documents Stamp “received” and affix name with time and date Open, read, download, and print incoming communication	ADA II/ADA VI AO V/ADA VI	Documents with stamped “received” (complete with time, date, and name of receiver) Printed incoming communication	JO JO	RM/OM Records email DMS



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
JO	Hardcopy of received documents	Scan, upload and put appropriate remarks in TEAHub Route/Deliver documents to the concerned office	Clerk	Forwarded communications / documents	For Routinely Concerned offices For Non-Routinely Concerned Offices ORD/FD Chief	TEAHub

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Republic of the Philippines
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 REGION IV-A – CALABARZON

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Name of the Process: Handling of Outgoing Documents

SOURCE OF INPUTS <i>(Position, Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position, Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
ORD/OARD / CAO / OIC of the day	Signed / approved documents	Receive, check if signed / approved and accept if properly routed in TEAHub Stamp “released” with control number and affix name with time and date Place in designated pigeonhole Release to walk-in client Scan and send thru DMS or E-mail	ADA VI / JO	Duly acknowledged released documents	SDO Liaison Officer Walk-in client Office concern	TEAHub
SDO Liaison Officer	Duly acknowledged	Scan duly acknowledged	ADA VI / JO	File and digitized copy		TEAHub



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Walk-in client	released documents	document, upload and put appropriate remarks in TEAHub				File folders
Office concern		Scan and archive for file documents				Digitized documents

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QUALITY CONTROL PLAN

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Name of the Process:	Access, Disclosure, and Issuance of Documents (Certification, Authentication, and Verification (CAV) of School Records)
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SOURCE OF INPUTS <i>(Position, Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Parents / Students / Authorized representative / ALS A&E passer / PEPT passer	Diploma Form 137 / 138 Certification Passport size picture Birth Certificate / PSA / Passport Special Order / Accreditation Certificate for Private Schools graduate	Receive and check as to completeness of requirements and information and prepare CAV	ADA VI / AO V	Printed CAV	ADA VI / JO	Checklist per DepEd Order no. 48 s, 2017 CAF



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
	Authorization Letter / SPA (for authorized representative) Note: Original with 2 certified photocopies Printed CAV	Affix signature on printed CAV	Authorized signatory	Signed CAV	ADA VI / JO	
ADA VI / JO	Signed CAV	Put original copy of CAV with attachments in long brown envelope, seal and sign the same Release CAV Note: Original Copy- DFA Duplicate Copy: Regional Office file	ADA VI / JO	Sealed long brown envelope containing original copy of CAV with attachments Duplicate / receiving copy of CAV duly received by requesting party	Parent / Students / Authorized representative / ALS A&E passer / PEPT passer ADA VI / JO	DepEd Order no. 48 s, 2017 Executive order no. 582 s. 2006



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
ADA VI / JO	Duplicate copy of CAV duly received by requesting party	Scan duplicate copy and archive	ADA VI / JO	CAV for file		CAV File Folder Digitized copy of document

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Name of the Process: Access, Disclosure, and Issuance of Documents (Authentication of Documents)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
ROP External Stakeholders	Request letter and/or ARF	Receive, check completeness of information in ARF and retrieve requested documents from files	ADA II / ADA VI	Copy of requested documents from the files with ARF	AO V	TEAHub RMOM ARF
ADA II / ADA VI	Copy of requested documents from the files with ARF	Signed stamp "certified true copy"	AO V	Authenticated documents and ARF	ADA II / ADA VI	RMOM DPA of 2012
ADA II / ADA VI	Authenticated documents and ARF	Release authenticated documents	ADA II / ADA VI	Authenticated documents	ROP External Stakeholders	



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
		Maintain a file of duly acknowledged ARF and return the requested documents to original file folder		File folder of duly acknowledged ARF		RMOM File Folder

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Effective as of April 27, 2023

Name of the Process: Records Disposition

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Regional Office Divisions / Sections / Units	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates; References, Monitoring Tools)
	Properly accomplished RIAF	Check as to completeness of information and signatures in the RIAF Consolidate RIAF into an Agency Inventory of Records Submit Agency Inventory of Records to Chief Administrative Officer for approval Check Agency Inventory of Records against Agency Records Disposition Schedule to identify	AO V	Consolidated / Updated Inventory of Records NAP Form 3	Chief, ASD	Records Management Operations Manual



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
AO V	NAP Form 3	records that reach their retention period. Prepare Request for Authority to Dispose (NAP Form 3) Review and put initial on NAP Form 3 Signed NAP Form 3	Chief, ASD Regional Director	Approved NAP Form 3	NAP	Agency Records Disposition Schedule RA 9470

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Name of the Process: Records Inventory

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Regional Office Division / Section / Unit	Available records per office	List down all records present in each division / section / unit Approximate the volume of each record	Division / Section / Unit Copyholders	Properly filled-up RIAF	AO V	RIAF RMOM
Division / Section / Unit's Copyholders	Properly filled-up RIAF	Fill out the RIAF Consolidate the submitted Records Inventory and Appraisal Form Review and sign RIAF	AO V SAO and CAO	Signed Agency Records Inventory	CO NAP	RMOM

Prepared by:

Approved by:

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REGION IV-A – CALABARZON

QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process:	Housekeeping and Ground Maintenance (Supervision of Office Maintenance Personnel)
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SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
ADA IV / ADA III	Daily Attendance Monitoring Sheet	Check attendance of Utility Workers Assign an alternate if Utility Worker is absent	ADA IV / AO IV / ADA III	Monitored Attendance Sheet	AO IV / ADA IV / ADA III	Filled-out Daily Attendance Monitoring Sheet
AO IV / ADA IV / ADA III	Monitored Attendance Sheet	Distribute MWEF to all offices and inspect daily the cleanliness and orderliness of assigned areas	A.O. IV / ADA IV / ADA III	Distributed MWEF	All Offices	Maintenance Work Evaluation Form
All Offices	Distributed MWEF	Filling up MWEF	All Offices	Filled-up MWEF	ADA IV / ADA III	MWEF File Folder <i>Legal Bases:</i>



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
						DO No. 52, s. 2015 DO No. 53, s. 2013

Prepared by:

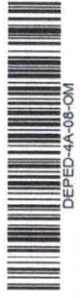
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QUALITY CONTROL PLAN

Effective as of April 27, 2023

Name of the Process:	Transportation Service and Vehicle Maintenance (Request for Usage of Government Vehicle)
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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
ROP	Receive query as to availability of vehicle	Check schedule chart for availability of driver and vehicle	ADA IV / ADA III	Plotted in the schedule chart	ADA IV / ADA III	Schedule Chart
ADA IV / ADA III	Plotted in schedule the chart	Issue Request for Use of Government Vehicle and Driver's Trip Ticket	ADA IV / ADA III	Issued Request for Use of Government Vehicle and Driver's Trip Ticket	ROP	Trip Ticket Logbook / Schedule chart
ROP	Filled out Request for Use of Government Vehicle and Driver's Trip Ticket	Receives filled out request form Request for Use of Government Vehicle and Driver's Trip Ticket for approval.	CAO AO IV	Approved Request for Use of Government Vehicle and Driver's Trip Ticket by CAO/AO IV	ADA IV / ADA III	Trip Ticket Logbook



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
ADA IV/ ADA III	Approved Request for Use of Government Vehicle and Driver's Trip Ticket	Give Request for Use of Government Vehicle and Driver's Trip Ticket to assigned driver	ADA IV/ ADA III	Received by the assigned driver the approved request for Use of Government Vehicle and Driver's Trip Ticket.	ROP	Signed Driver's Trip Ticket by passenger <i>Legal Bases: DO No. 52, s. 2015</i> <i>DO No. 53, s. 2013</i>

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Name of the Process: **Transportation and Vehicle Maintenance (Repair and Maintenance of Service Vehicles)**

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Drivers	Request for repair/ maintenance of service vehicles form	Approval of Request for repair/ maintenance of service vehicles form	AO IV	Approved request for repair/ maintenance of service vehicle form	AMS	TEAHub
Asset Management Section Process						
AMS	Job Order	Schedule government vehicle for repair / maintenance	AO IV	Repaired government vehicle	Driver	Waste Materials and Sales Invoice Legal Bases: DO, s. 2015 - GAAM Vol. I, Chapter 4



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					(Use, Repair and Maintenance of Government Vehicle) DO No. 53, s.2013
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Name of the Process: Transportation Service and Vehicle Maintenance (Preparation of Request Letter and Payment to SMC SKYWAY (RFID))

SOURCE OF INPUTS <i>(Position, Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls, Activity, Forms and Templates, References, Monitoring Tools)</i>
SMC SKYWAY	Statement of Account	Receive Statement of Account (SOA) from SMC SKYWAY thru email and prepare request letter for payment	ADA IV / ADA III	Prepared Request letter for payment	AO IV	Statement of Account
AO IV	Prepared Request letter for payment	For signature, request letter of payment	AO IV	Signed request letter for payment	ADA III / ADA IV	Statement of Account, Request Letter
ADA III / ADA IV	Signed request letter for payment	Upload in TEAHub	ADA IV / ADA III	Forwarded to Finance to prepare Disbursement Voucher	Finance Division	TEAHub
<i>See Finance and Cashier for preparation of Check Payments</i>						
Cashier	Signed check by RD and Cashier	Bring Disbursement Voucher & check to	ADA IV ADA III	Official Receipt	SMC SKYWAY	Duly received DV



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
		SMC SKYWAY for payment				Legal Bases: DO No. 52, s. 2015 DO No. 53, s. 2013

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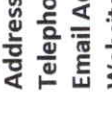
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QUALITY CONTROL PLAN


Effective as of April 27, 2023

Name of the Process: **Transportation Service and Vehicle Maintenance (Renewal of Registration of Government Vehicle)**

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
GSIS	GSIS requirements for vehicle insurance	Fill out GSIS requirements and submit to GSIS thru email	ADA IV / ADA III	Statement of account/ quotation from GSIS	ADA IV / ADA III	SOA/quotation from GSIS
ADA IV ADA III	Statement of account/ quotation from GSIS	Prepare request letter and for signature of AO IV	ADA IV ADA III	Signed request letter by AO IV	Finance Division	TEAHub
Cashier	Issued Checks	Bring DV and cheque to GSIS for payment	ADA IV ADA III	Official Receipt and Certificate of Cover	DepEd IV-A	Duly received DV R.A. No. 656
DepEd IV-A	Certificate of Cover	Submit requirements to LTO	ADA IV ADA III	Quotation from LTO	ADA IV ADA III	Quotation from LTO
ADA IV ADA III	Quotation from LTO	Prepare request letter for payment	ADA IV ADA III	Signed request letter	Finance	TEAHub






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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Cashier	Issued Checks	Receive duly sign DV and cheque from Cashier Bring DV and cheque to LTO for payment	ADA IV ADA III	Official Receipt	DepEd IV-A	OR/CR Legal Bases: DO No. 52, s. 2015 DO No. 53, s. 2013 R.A. 4136

See Finance and Cashier for preparation of Check Payments

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QUALITY CONTROL PLAN

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Name of the Process: Facilities Maintenance (Minor Repair with Job Request and Order Form)

SOURCE OF INPUTS <i>(Position, Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
ROP	Filled up Job request and order form	Approval of Job request and order form	AO IV	Approved Job Request and order Form	AO IV	Approved job request and order form
AO IV	Approved Job Request and order Form	Assigning of Utility Worker to repair the requested job	ADA IV/ ADA III	Accomplished job order and request Form	ROP	Logbook and filed job request order Legal Bases: DO No. 52, s. 2015 DO No. 53, s.2013

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QUALITY CONTROL PLAN

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Name of the Process: Facilities Maintenance (Major Replacement/Repair)

SOURCE OF INPUTS <i>(Position, Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position, Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
All FDs	Request letter for repair	Determine the degree of the repair needed and prepare a recommendation letter for RD's approval	AO IV	Prepared recommendation letter	RD	TEAHub
RD	Prepared recommendation letter	Approval of Recommendation letter	RD	Approved Recommendation letter	ADA IV ADA III	TEAHub
ADA IV ADA III	Approved Recommendation letter	Forward to ESSD the Approved Recommendation letter	ADA IV ADA III	Forwarded the Approved Recommendation letter	ESSD	Legal Bases: DepEd Order No. 52, s. 2015 DepEd Order No. 53, s. 2013



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
						RA No. 6541
ESSD Process						

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QUALITY CONTROL PLAN

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Name of the Process: Security Services (Monitoring of Security Personnel)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position, Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Security Agency	Guidelines for Security Guards	Orientation of Security Guards regarding their duties and responsibilities -Wearing a proper uniform -Use of daily logbook of guard	AO IV	Oriented Security Guards	Security Guards	Logbooks and CCTV camera recordings
Security Guards	Oriented Security Guards	Monitor daily activities	AO IV	Safety and security of the premises	ROP Clients	Security Guard Logbooks and CCTV camera recordings
						Contract

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QUALITY CONTROL PLAN

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Name of the Process: Security Services (Request for Payment of Security Services)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Security Agency	Statement of Account Daily Time Records of Security Guard	Receive SOA, DTR, Proof of Remittance and prepare request letter for payment	AO IV CAO	Approved request for payment	Finance	TEAHub Legal Bases: DO No. 52, s. 2015 DO No. 53, s.2013

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QUALITY CONTROL PLAN

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Name of the Process: Security Services (Lost and Found Process)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
All ROP / clients	Lost personal belonging	Identify the received lost personal belonging whether it is valuable, non-valuable or perishable then place the item/s in a plastic bag.	ADA IV / ADA III	Identified received lost personal belonging that have been placed in a plastic bag.	ADA III / ADA IV	Lost and found register logbook
ADA IV / ADA III	Identified received lost items that have been placed in a plastic bag.	Turn over the lost personal belonging to AO IV for safekeeping at the admin office.	ADA IV ADA III	Safe keep lost personal belonging	AO IV	Lost and found register logbook
AO IV	Safe keep lost personal belonging	When there is a claimant, verify and	AOIV ADA IV ADA III	Lost and found registry logbook signed	ROP and Clients	Lost and found register logbook



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
		mark "claimed" in the logbook		by the claimant		Legal Bases: DO No. 52, s. 2015 DO No. 53, s.2013

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QUALITY CONTROL PLAN

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Name of the Process: Procurement Planning

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, Monitoring References, Monitoring Tools)
End-User	Budget Proposal, Technical Requirements	Preparation of PPMPs	End-User	Draft PPMPs	PPRD and Finance Division	Prescribed GPPB Form
PPRD and Finance Division	Draft PPMPs	Review of PPMPs	PPRD and Finance Division	Reviewed PPMPs	Procurement Unit and BAC Secretariat	PPMP vetted by Planning and Finance Division
Procurement Unit, BAC and BAC Secretariat	Reviewed PPMPs	Consolidation of PPMPs	Procurement Unit	Indicated APP based on the National Expenditure Program (NEP)	HOPE, Procurement Unit and End-user	Approved Indicative APP



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
HOPE, Procurement Unit, BAC, and End-user	Approved Indicative APP	Revision of PPMPs	End-User	Finalized PPMPs posted in the PMIS	PPRD and End-user	PMIS-PPMP vetted by the PPRD
PPRD and End-User	Finalized PPMPs posted in the PMIS	Consolidation of finalized PPMPs for final APP	Procurement Unit	Finalized APP	HOPE	Approved APP posted in the office website.

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QUALITY CONTROL PLAN

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Name of the Process: Bidding Processes (Competitive Bidding)

1. Procurement of Goods and Services
2. Procurement of Infrastructure Projects

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/ Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
End-User	Request for Budget Approval (RBA), Authority to procure or Purchase Request with attached technical specification or program of work	Check if included in the APP (if not prepared a supplemental APP) Drafting of Bid Documents (BDs)	Procurement Unit / BAC Secretariat	Bid Documents	BAC, PU and End-user	RBA, Authority to Procure or Purchase Request with Attached specifications or program of works Rule VI- Section 17 of the 2016 RIRR



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
BAC, PU and End-user	Bid Documents	Finalization and approval of BD (Pre-procurement Conference)	BAC, TWG, BAC Secretariat and End-user	Approved BD	PU	Bid Documents Rule VII – Section 20 of 2016 RIRR
PU	Approved BD	Advertising/Posting of the BD (7 calendar days)	PU	Bid Documents with certificates of posting	BAC, TWG, BAC Secretariat, End-user Prospective Supplier/s	Certificates of posting Rule VII – Section 21 of 2016 RIRR
BAC, TWG, BAC Secretariat, End-user Prospective Supplier/s	Bid Documents with certificates of posting	Conducted Pre-Bid Conference (12 calendar days before deadline for submission and receipt of bids, but not earlier than seven (7) days from posting	BAC, TWG, BAC Secretariat, End-user, Observers	Bid documents and Minutes of the Meeting	PU	Minutes of the Meeting Rule VII – Section 22 of 2016 RIRR



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
PU	Bid documents and Minutes of the Meeting	Submission and Receipt of Bids	PU	Submitted Bids	BAC and Prospective Supplier/s	Submitted Bids and Minutes of the Meeting Rule VIII – Section 23 to Rule IX- Section 33 of 2016 RIRR of R.A. 9184
BAC and Prospective Suppliers	Submitted Bids	Bid Opening and Evaluation (7 calendar days to complete the evaluation)	BAC, PU/BAC Secretariat, TWG, End-user, Observer and Prospective Supplier/s	Submitted Bids, Abstract of Bids and minutes of the proceeding	BAC, TWG, PU/BAC Secretariat and End-user	Abstract of Bids and Post Qualification Report Rule X-Section 34-36 of 2016 RIRR of RA 9184
BAC, TWG, PU/BAC Secretariat and End-user	Submitted Bids, Abstract of Bids and minutes of the proceeding and bidding documents	Conducted Post- Qualification (12 calendar days to complete the post-qualification and can be extended but cannot exceed 45 calendar days)	BAC, TWG, End-user	Bid Documents and Post- Qualification Report	BAC, PU	BAC Resolution with the attached Bid
BAC and PU	Bid Documents and Post- Qualification Report	Recommendation for Award (with a period not exceeding 15	BAC and PU	Bid Documents with approved recommendation	BAC and HoPE	



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
		calendar days to approve or disapprove the recommendation)				Documents and its attachments Rule XI-Section 37 to Section 42 of 2016 RIRR of RA 9184
BAC and HoPE	Bid Documents with approved recommendation	Preparation of Notice of Award (NOA)	HoPE and PU	Bid Documents with signed Notice of Award (NOA)	PU	
PU	Bid Documents with signed Notice of Award (NOA)	Posting of Resolution and NOA (3 calendar days from its issuance)	PU	Bid Documents	HoPE and Winning Bidders	Notice of Award
HoPE and Winning Bidders	Bid Documents	Preparation of Contract	Legal Unit and PU/BAC Secretariat	Bid Documents with approved contract	HoPE and Winning Bidder	Contract
HoPE and Winning Bidder	Bid Documents with	Signing of Contract	Hope and Winning Bidders	Bid Documents attached the signed	PU	Performance Security Bond



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
	approved contract	(within 10 calendar days from receipt of the NOA)		contract and Performance of Security Bond		
PU	Bid Documents attached the signed contract and Performance of Security Bond	Preparation of Notice to Proceed (NTP)	PU	Bid Documents with approve NTP	HoPE and winning bidders/s	Notice to Proceed
HoPE and Winning bidder/s	Bid Documents with the approve NTP	Issuance of Notice to Proceed (NTP) (within 7 calendar days from the date of approval of the contract)	PU	Bid Documents	HoPE and Winning Bidder/s	
HoPE and Winning Bidder	Bid Documents	Posting of Contract and NTP	PU	Bid Documents	PU	Certificates of Posting



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
PU	Bid Documents	(within 15 days calendar from the issuance of the NTP) Maintenance of Records (Forward original copy to end-user and photocopy to COA)	PU	with certificate of posting Bids documents	COA, Asset and End-user	Transmittal Letter

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QUALITY CONTROL PLAN

Effective as of May 27, 2024

Name of the Process:	Bidding Processes (Alternative Methods of Procurement)
	1. Shopping under Section 52.1 (b)
	2. Small Value Procurement (SVP)

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title Documents, Service, Products) of</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
End-User	RBA, AT/ATC, Activity Proposal, Memorandum, Authority to Procure or Purchase Request with attached technical specification	Check if included in the APP (if not prepared a supplemental APP) Preparation and approval of Request for Quotation (RFQ)	BAC and PU	Signed RFQ	BAC	Section V(C)(2)(b) of Annex "H" of the 2016 RIRR of RA 9184 and Section IV(L) of Annex "H" of the 2016 RIRR of RA 9184 Request for Quotation (RFQ)
BAC	Signed RFQ	Posting/ Advertising of the RFQ in the Office website, Bulletin Board	PU	Submitted quotations	BAC	Certificates of Posting and



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		and PhilGEPS for those ABC's more than Php50,000.00 within 3 calendar days Sending RFQs to at least 3 prospective suppliers		Shopping – at least 3 price quotation must be obtained. SVP - At least 1 quotation must be obtained		Submitted quotation/s
BAC	Submitted quotations with the attached requirements	Preparation of Abstract of Quotations	BAC and PU	Abstract of Quotation and Bid documents	BAC	Bid documents
BAC	Abstract of Quotation and Bid Documents	Evaluation of the technical, legal and financial capability of the suppliers to supply and deliver the goods Preparation and approval of recommendation of award	HoPE, BAC and PU	Signed recommendation of award	HoPE	BAC Resolutions and Bid Documents



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HoPE	Signed recommendation of award	Preparation and approval of Contract or Purchase Order (PO) Contract – Other goods and service except office supplies and other materials. Purchase Order – for supplies and other materials	Legal Unit or PU	Signed Contract or PO and Bid Documents	HoPE, PU, End-user, Accounting Section and Winning Bidder/s	Contract or PO and Bid Documents
HoPE, PU, End-user, Accounting Section and Winning Bidder /s	Signed Contract or PO and Bid Documents	Posting of Contract or PO in the Office Website and PhilGEPS (if the amount is more than Php50,000.00) within 10 calendar days from their issuance	PU	Complete Bid Documents	PU	Complete Documents
PU	Complete Bid Documents	Forward all the documents to COA and end-user	PU	Complete bid documents	COA and End-User	Transmittal Letter and Log Book



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QUALITY CONTROL PLAN

Effective as of May 27, 2024

Name of the Process: Bidding Processes (Repeat Order)

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
End-User	Purchase Request for the additional goods	Careful study and confirmation of the prevailing market price of the goods to be re-ordered and comparing with the price of the goods in the original contract, accompanied by the appropriate justification why the re-ordering is being pursued Preparation and approval of recommendation of award	BAC	Approved and signed recommendation of award	HoPE	Section V(B) of Annex "H" of the 2016 RIRR of RA 9184 and Section IV(L) of Annex "H" of the 2016 RIRR of RA 9184 Purchase Request and BAC Resolution



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
HoPE	Approved and signed recommendation of award	Preparation and approval of contract	HoPE, PU and Legal Unit	Signed contract	HoPE and Winning Bidders	Contact with the attached supporting documents
HoPE and Winning Bidder	Signed Contract	Preparation and approval of Notice to Proceed (NTP)	PU	Signed NTP	HoPE and Winning Bidder	Notice to Proceed
HoPE and Winning Bidder	Signed NTP	Posting of NTP and Contract within 10 calendar days from their issuance Forward all the documents to COA and end-user	PU	All bid documents	COA and End-User/Asset Management Section	Certificates of Posting, Transmittal Letter and Log Book

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QUALITY CONTROL PLAN

Effective as of May 27, 2024

Name of the Process: Bidding Processes (Agency-to-Agency)

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main Process Steps and Sub-activities)</i>	RESPONSIBILITIES <i>(Position Title/ Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
End-user	Authority to Procure or Purchase Request, RBA/SARO with specification and justification letter	Preparation of Request Quotation (RFQ)	BAC and PU	Approved RFQ	PU	R.A. 9184, 2016 RIRR – Annex “H”, GPPB Issuances and PhilGEPS Request for Quotation
PU	Approved RFQ	Sending RFQ to Servicing Agency	PU	Submitted Quotation/s with certification	Servicing Agency	Submitted Quotation/s with certification



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Servicing Agency	Submitted Quotation/s with certification	Evaluation of submitted quotation/s Preparation and approval of recommendation of award	HoPE, BAC and PU	Signed Recommendation of Award	BAC and HoPE	BAC Resolution
BAC and HoPE	Signed Recommendation of Award	Preparation of Notice of Award	PU	Signed NOA	HoPE and Servicing Agency	NOA
HoPE and Servicing Agency	Signed NOA	Preparation approval of Memorandum of Agreement (MOA)	HoPE, PU and Legal Unit	Signed MOA	HoPE and Servicing Agency	MOA
HoPE and Servicing Agency	Signed MOA	Preparation of Notice to Proceed	HoPE and PU	Signed of NTP	HoPE and Servicing Agency	NTP
HoPE and Servicing Agency	Signed NTP	Posting of Resolution, NOA, MOA and NTP Forward the all documents to the COA and end-user or Asset Management Section	PU	Complete Bid documents	COA and end-user or Asset	Transmittal Letter and Log Book



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QUALITY CONTROL PLAN

Effective as of May 27, 2024

Name of the Process: Bidding Processes (Lease of Venue)

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms Templates, References, Monitoring Tools)</i>
End-User	RBA, Authority to Procure with attached requirements, Memorandum, Activity Proposal and AR/ATC	Checked if included in the APP (if not prepared a supplemental APP) Preparation of Request for Quotation (RFQ)	BAC and PU	Approved RFQ	PU	Section V(D)(9)(ii) of Annex "H" of the 2016 RIRR of RA 9184 Request For Quotation
PU	Approved RFQ	Sending the RFQ to at least 3 prospective venues.	PU	Submitted Quotation/s	BAC and Prospective venues	Certification



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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
BAC and Prospective venues	Submitted Quotation/s	Evaluation of the submitted quotation/s Preparation and approval of recommendation of award	HoPE, BAC and PU	Signed Recommendation of award	HoPE	BAC Resolution
HoPE	Signed recommendation of award	Preparation and approval of Notice of Award (NOA)	HoPE and PU	Signed NOA	HoPE and Winning Bidder	Section IV(L) of Annex "H" of the 2016 RIRR of RA 9184 Notice of Award
HoPE and Winning Bidder	Signed NOA	Preparation and approval of Contract	HoPE, PU and Legal Unit	Signed Contract	HoPE and Winning Bidder	Contract
HoPE and Winning Bidder	Signed Contract	Preparation and approval of Notice to Proceed (NTP)	PU	Signed NTP	HoPE and Winning Bidder	NTP



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HoPE and Winning Bidder	Signed NTP	Posting of NOA, Resolution, Contract and NTP within 10 calendar days from their issuance Forward all the documents to COA and end-user	PU	All documents bid	COA and End-User	Certificate of Posting, Transmittal Letter and Log Book

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QUALITY CONTROL PLAN

Effective as of May 27, 2024

Name of the Process: **CONTRACT MONITORING**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main Process Steps) and Sub-activities,	(Position Title/ Office Name performing the activity)	(Title Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
BAC, Legal and BAC Secretariat	Contract, Notice to Proceed, Resolution to Award, Notice of Award and Bid Documents	Forward documents to the following: a. End-User b. COA c. Asset Management Section (if under PO)	Procurement Unit (PU)	Record of the forwarded documents in the TeaHub, Log Book and Google Sheet	Asset Management Section, Budget and Finance and Cashier Section	Contract, Notice to Proceed, Resolution to Award, Notice of Award and Bid Documents
Asset Management Section, Budget and Finance and	Record of the forwarded documents in the TeaHub, Log Book	Encoding in the google sheet for update of processing of payment	Finance Division and Cashier Section	Updated google sheet	Budget and Cashier Section	Filled up google sheet

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SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Cashier Section	and Google Sheet					
Budget and Cashier Section	Updated google sheet	Monitoring of processing of payment and releasing of payment	Procurement Unit	Monitored payment in the google sheet	End of process	Google sheet monitoring report

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FORMS/TEMPLATES

Effective as of April 27, 2023

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVE DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS
PROCEDURES							
RO-ASD-F001	Requisition and Issue Slip	ASD - Asset Management Section	ADA VI / Requesting Unit				O
RO-ASD-F002	Notice of Salary Adjustment	ASD – Personnel Section	AOV / AOIV	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F003	Service Record	ASD – Personnel Section	AOV / AOIV	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F004	Certificate of Employment (Regular)	ASD – Personnel Section	AOV / AOIV / AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F005	Certificate of Employment with Compensation	ASD – Personnel Section	AOV / AOIV / AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F006	Certificate of Appearance	ASD – Personnel Section	ADAS I / JO CLERK	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A



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DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVE DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS
RO-ASD-F007	Visitor Log Sheet	ASD – Personnel Section	ADAS I / JO CLERK	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F008	Notice of Step Increment	ASD – Personnel Section	AOV / AOIV	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F009	Certificate of Oneness	ASD – Personnel Section	AO V/AO IV/AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F010	Last Payment for Retired/Resigned/ Separated / Deceased	ASD – Personnel Section	ADA VI	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F011	Last Payment for Transfer	ASD – Personnel Section	ADA VI	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F012	One Salary Grade Higher upon Retirement (Terminal Leave Benefits)	ASD – Personnel Section	AO V/AO IV/AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A



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RO-ASD-F013	SALN for CESB	ASD – Personnel Section	AO V/AO IV/AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A – Active O – Obsolete
RO-ASD-F014	Certification of Unused Leave Credits	ASD – Personnel Section	AO V/AO IV/AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F015	Checklist - Equivalents Record Form (ERF)	ASD – Personnel Section	AO II/ ADA VI/Clerk	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F016	Checklist - Plantilla Allocation List (PAL)	ASD – Personnel Section	AO II/ ADA VI/Clerk	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F017	Checklist - Reclassification	ASD – Personnel Section	AO II/ ADA VI/Clerk	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F018	Checklist - Retirement	ASD – Personnel Section	AO II/ ADA VI/Clerk	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F019	Checklist - Study Leave (Local/Travel Abroad)	ASD – Personnel Section	AO II/ ADA VI/Clerk	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A



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RO-ASD-F020	Checklist - Travel Abroad	ASD - Personnel Section	AO II/ ADA VI/ Clerk	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F021	Checklist - Transfer of one station to another	ASD - Personnel Section	AO IV/ ADA VI/ Clerk	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F022	Checklist - Terminal Leave Benefits	ASD - Personnel Section	AO II/ ADA VI/ Clerk	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F023	Attendance Summary Report	ASD - Personnel Section	AO II/ ADA VI	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F024	Clientele Monitoring Form	ASD - Personnel Section	ADA VI/ Clerk	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F025	Computation of Terminal Leave Benefits (TLB)	ASD - Personnel Section	AO IV/AO II/ ADA VI/ Clerk	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F026	Document Log Form	ASD - Personnel Section	ADA VI/ Clerk				O
RO-ASD-F027	Special Order for Notice to	ASD - Personnel Section	AO V/AO IV	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A



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	Change in Item Number						
RO-ASD-F028	Statement of Vacation/Sick Leave	ASD – Personnel Section	AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F029	GSIS Compulsory	ASD – Personnel Section	AO IV/AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F030	GSIS Deceased	ASD – Personnel Section	AO IV/AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F031	GSIS Disability	ASD – Personnel Section	AO IV/AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F032	GSIS Optional	ASD – Personnel Section	AO IV/AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F033	GSIS Separation	ASD – Personnel Section	AO IV/AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F034	GSIS with approved CSC Resolution	ASD – Personnel Section	AO IV/AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A



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RO-ASD-F035	Request for Study Leave	ASD – Personnel Section	AO IV/AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F036	Transfer Request	ASD – Personnel Section	AO IV/AO II				O
RO-ASD-F037	Compliance of Approved Transfer	ASD – Personnel Section	AO IV/AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F038	Denied Transfer	ASD – Personnel Section	AO IV/AO II				O
RO-ASD-F039	Terminal Leave Benefits (with discrepancy)	ASD – Personnel Section	AO IV/AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F040	Transmittal to DBM (PAL for Teachers)	ASD – Personnel Section	AO IV/AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F041	Daily Time Record	ASD – Personnel Section	AO II / ADA VI	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F042	Nomination Form 1- Individual Category (LJ)	ASD – Personnel Section	AO II / ADA VI				O



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RO-ASD-F043	Nomination Form 1- Individual Category (L2)	ASD – Personnel Section	AO II/ ADA VI				O
RO-ASD-F044	Nomination Form 2 – Group Category	ASD – Personnel Section	AO II/ ADA VI				O
RO-ASD-F045	Turn Around Time Cost per Hire	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F046	Recruitment, Selection and Placement Flow Chart	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F047	Profile of Applicants	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F048	Comparative Assessment Report	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F049	Selection Criteria for the Vacant Position	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A



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RO-ASD-F050	Staffing Plan	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F051	Annual Recruitment Plan	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F052	Talent Planning/ /Sourcing/Selection and Placement	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F053	Agency Priorities/Planned Annual HR Need/Recommendations Modifications	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F054	Examination on Functional Knowledge	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F055	Background Investigation (BI) Form 2	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F056	Auxiliary Aide Service	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A



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RO-ASD-F057	On-boarding Program for Newly Hired/Promoted / Transferred Employees	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A – Active O- Obsolete
RO-ASD-F058	HRMPSB Resolution	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F059	Comparative Data	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F060	Individual Evaluation of Applicant (NTP-2nd Level Position)	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F061	Individual Evaluation of Applicant (NTP-1st Level Position)	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F062	Individual Evaluation of Applicant (Teaching &	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A



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	Related Teaching Position)						
RO-ASD-F063	Determinants/Factors of Performance Evaluation Form II	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F064	Background Investigation Form	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F065	Behavioral Event Interview Sheet	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F066	Regional Memorandum - Announcement of Vacancy	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F067	Minutes of the Meeting and Deliberation	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F068	Report on Initial Evaluation Result	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A



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RO-ASD-F069	Letter - Initial Evaluation of Documents (Disqualified Applicants)	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F070	Mid-Year Performance Review/Calibration Results	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F071	Performance Management Efficiency Monitoring Tool	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F072	Report on Calibration of IPCR Targets	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F073	Table of Success Indicators	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F074	Report on the Submission of Targets and Accomplishments (OPCR & IPCR)	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A



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RO-ASD-F075	Deadline of Submission of Performance Management Process	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F076	Table of Major Final Outputs	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F077	Calendar of Activities	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F078	Performance Assessment Form	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F079	Nomination Form 1 – Significant Idea Award	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F080	Salary Over / Underpayment Computation	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F081	Daily Attendance Monitoring Sheet	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A



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RO-ASD-F082	Comparative Assessment Of Nominees	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F083	BEI Result Summary	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F084	Monitoring of L&D Interventions provided to ROP Employees GAD Database	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F085	Monitoring of Budget Utilization Report on Training Programs conducted for ROP	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F086	Analysis of Competency Assessment and Summary of IDP	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A



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RO-ASD-F087	Summary of Scores in the Self-Assessment ROP Competencies	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A – Active O- Obsolete A
RO-ASD-F088	Prioritization Matrix	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F089	Learning and Development Plan	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F090	Budget Utilization Report	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F091	Database of Awardees	ASD – Personnel Section	AO V/ AO IV /AO II	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F092	CAV Application Form	ASD – Records Section	ADA VI/JO CLERK	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F093	Charge-Out Form	ASD – Records Section	ADAS II/JO CLERK	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A



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RO-ASD-F094	CTC & Non-CTC Request Form	ASD – Records Section	AO V/JO CLERK	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F095	Record Inventory and Appraisal	ASD – Records Section	AO V				O
RO-ASD-F096	CAV Referral Form	ASD – Records Section	ADA VI/JO CLERK	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F097	Transmittal to Post Office Form	ASD – Records Section	ADA VI	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F098	Return Slip	ASD – Records Section	ADA VI / JO CLERK	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F099	Maintenance Work Evaluation Form	ASD -General Service Unit	ADA III	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F100	Driver's Evaluation Form	ASD -General Service Unit	AO IV ADA IV ADA III	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F101	Request for Usage of Vehicle	ASD -General Service Unit	ADA IV ADA III	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A



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RO-ASD-F102	Driver's Trip Ticket	ASD -General Service Unit	ADA IV ADA III Driver	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A O- Obsolete
RO-ASD-F103	Job Request and Order Form	ASD -General Service Unit	AO IV ADA IV ADA III	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F104	Monthly Report of Official Travel	ASD -General Service Unit	ADA IV ADA III Driver	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F105	Request for Repair/Maintenance of Service Vehicle	ASD -General Service Unit	ADA IV ADA III Driver	0	Feb. 09, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F106	Request Form (COE / Service Record)	ASD – Personnel Section	AO V / AO IV /AO II	0	July 19, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F107	Checklist for EVP (Exchange Visitors Program)	ASD – Personnel Section	AO V / AO IV /AO II	0	July 19, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F108	External Provider Evaluation Form	ASD - Asset Management Section	AO I / ADA VI	0	July 19, 2022	https://one4a.edu.ph/deped-portal	A



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RO-ASD-F109	Summary of External Provider Evaluation Form	ASD - Asset Management Section	AO I / ADA VI	0	July 19, 2022	https://one4a.edu.ph/deped-portal	A
RO-ASD-F110	Request for the use of Bulwagan ng Karangalan	ASD - General Services Unit	AO IV / ADA IV / ADA III	0	January 03, 2023	https://one4a.edu.ph/deped-portal	A
RO-ASD-F111	Proposed Technical Specification (General)	ASD - Procurement Unit	AO IV / AO II	0	February 15, 2023	https://one4a.edu.ph/deped-portal	A
RO-ASD-F112	Abstract of Canvass / Market Study	ASD - Procurement Unit	AO IV / AO II	0	February 15, 2023	https://one4a.edu.ph/deped-portal	A
RO-ASD-F113	Technical Specifications for Lease of Venue	ASD - Procurement Unit	AO IV / AO II	0	February 15, 2023	https://one4a.edu.ph/deped-portal	A
RO-ASD-F114	Authority to Engage - Highly Technical	ASD - Procurement Unit	AO IV / AO II	0	February 15, 2023	https://one4a.edu.ph/deped-portal	A



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	Consultants (HTC)						
RO-ASD-F115	Request for Information	ASD - Procurement Unit	AO IV / AO II	0	February 15, 2023	https://one4a.edu.ph/deped-portal	A
RO-ASD-F116	Authority to Procure	ASD - Procurement Unit	AO IV / AO II	0	February 15, 2023	https://one4a.edu.ph/deped-portal	A
RO-ASD-F117	Claim Slip for Checks	ASD-Cash Section	AO IV / AO I	0	November 6, 2023	https://one4a.edu.ph/deped-portal	A
RO-ASD-F118	Authority to Hold Cash Advance	ASD-Cash Section	AO IV / AO I	0	November 6, 2023	https://one4a.edu.ph/deped-portal	A
RO-ASD-F119	Request for Quotation	ASD-Procurement Unit	AO IV / AO II	0	November 6, 2023	https://one4a.edu.ph/deped-portal	A
RO-ASD-F120	Abstract of Quotation	ASD-Procurement Unit	AO IV / AO II	0	November 6, 2023	https://one4a.edu.ph/deped-portal	A
RO-ASD-F121	BAC Resolution	ASD-Procurement Unit	AO IV / AO II	0	November 6, 2023	https://one4a.edu.ph/deped-portal	A



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RO-ASD-F122	Notice of Award	ASD-Procurement Unit	AO IV / AO II	0	November 6, 2023	https://one4a.edu.ph/deped-portal	A
RO-ASD-F123	Notice to Proceed	ASD-Procurement Unit	AO IV / AO II	0	November 6, 2023	https://one4a.edu.ph/deped-portal	A
RO-ASD-F124	Certificate of Posting	ASD-Procurement Unit	AO IV / AO II	0	November 6, 2023	https://one4a.edu.ph/deped-portal	A
RO-ASD-F125	Appendix B-Documentary Requirement for Lease of Real Property and Value	ASD-Procurement Unit	AO IV / AO II	0	November 6, 2023	https://one4a.edu.ph/deped-portal	A
RO-ASD-F126	Claim Slip for Cash Incentives	ASD-Cash Section	AO V / AO I	0	February 21, 2024	https://one4a.edu.ph/deped-portal	A
RO-ASD-F127	Maintenance Work Evaluation Form- Restrooms	ASD-General Service Unit	ADA IV / ADA III	0	February 21, 2024	https://one4a.edu.ph/deped-portal	A



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RO-ASD-F128	Maintenance Work Evaluation Form- Hallways and Lobbies	ASD-General Service Unit	ADA IV / ADA III	0	February 21, 2024	https://one4a.edu.ph/deped-portal	A
RO-ASD-F129	Checklist (Lease of Venue or Real Property)	ASD-Procurement Unit	AO IV / AO II / JO CLERK	0	April 23, 2024	https://one4a.edu.ph/deped-portal	A
RO-ASD-F130	Checklist (Shopping)	ASD-Procurement Unit	AO IV / AO II / JO CLERK	0	April 23, 2024	https://one4a.edu.ph/deped-portal	A
RO-ASD-F131	Checklist (Small Value Procurement)	ASD-Procurement Unit	AO IV / AO II / JO CLERK	0	April 23, 2024	https://one4a.edu.ph/deped-portal	A
RO-ASD-F132	Table of Contents	ASD-Procurement Unit	AO IV / AO II / JO CLERK	0	April 23, 2024	https://one4a.edu.ph/deped-portal	A
	CSC Form 212 (Personal Data Sheet)	CSC	AO IV / AO II	0	2017	http://www.csc.gov.ph/	A
	CSC Form 6 (Leave Form)	CSC	AO IV / AO II	0	2020	http://www.csc.gov.ph/	A



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	SALN Form (revised 2015)	CSC	Personnel	0	2015	http://www.csc.gov.ph/	A
	Records Inventory and Appraisal Form	National Archives of the Philippines	RECORDS	0	2009	https://nationalarchives.gov.ph/	A
GAM-Volume II-Appendix 58	Stock Card	Bureau of the Treasury	Asset Management Section	0	2015	https://www.treasury.gov.ph/?page_id=9865	A
GAM-Volume II-Appendix 59	Inventory Custodian Slip	Bureau of the Treasury	Asset Management Section	0	2015	https://www.treasury.gov.ph/?page_id=9865	A
GAM-Volume II-Appendix 60	Purchase Request	Bureau of the Treasury	Asset Management Section	0	2015	https://www.treasury.gov.ph/?page_id=9865	A
GAM-Volume II-Appendix 61	Purchase Order	Bureau of the Treasury	Asset Management Section	0	2015	https://www.treasury.gov.ph/?page_id=9865	A
GAM-Volume II-Appendix 62	Inspection and Acceptance Report	Bureau of the Treasury	Asset Management Section	0	2015	https://www.treasury.gov.ph/?page_id=9865	A
GAM-Volume II-Appendix 63	Requisition and Issue Slip	Bureau of the Treasury	Asset Management Section	0	2015	https://www.treasury.gov.ph/?page_id=9865	A



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GAM-Volume II-Appendix 64	Report of Supplies and Materials Issued	Bureau of the Treasury	Asset Management Section	0	2015	https://www.tr.easury.gov.ph/?page_id=9865	A
GAM-Volume II-Appendix 65	Waster Material Report	Bureau of the Treasury	Asset Management Section	0	2015	https://www.tr.easury.gov.ph/?page_id=9865	A
GAM-Volume II-Appendix 69	Property Card	Bureau of the Treasury	Asset Management Section	0	2015	https://www.tr.easury.gov.ph/?page_id=9865	A
GAM-Volume II-Appendix 71	Property Acknowledgement Report	Bureau of the Treasury	Asset Management Section	0	2015	https://www.tr.easury.gov.ph/?page_id=9865	A
GAM-Volume II-Appendix 73	Report of Physical Count of PPE	Bureau of the Treasury	Asset Management Section	0	2015	https://www.tr.easury.gov.ph/?page_id=9865	A
GAM-Volume II-Appendix 74	Inventory and Inspection Report of Unserviceable Properties	Bureau of the Treasury	Asset Management Section	0	2015	https://www.tr.easury.gov.ph/?page_id=9865	A
GAM-Volume II-Appendix 76	Property Transfer Report	Bureau of the Treasury	Asset Management Section	0	2015	https://www.tr.easury.gov.ph/?page_id=9865	A



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