

Schools Division Office

Internal Services

E. Personnel Unit

1. Application for ERF (Equivalent Record Form)

This service is to validate the classification level of teachers covered by the Teachers' Pay Preparation Schedule (TPPS). The Personnel Section will assess and validate the documents submitted to be endorsed to the Regional Office for approval. The processing of ERF is classified as highly technical since it requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.

Office or Division	Personnel Unit			
Classification:	Complex			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Deped Licensed Public School Teachers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement Letter signed by Principal/ Immediate Supervisor (3 Original copies)			School/ Office of requestor	
2. Endorsement Letter signed by SDS (2 Original Copies)			Admin Section	
3. Equivalent Record Form (4 Original)			Personnel Unit	
4. Latest Approved Appointment (5 Photocopy)			Applicant	
5. Original Transcript of Records – Graduate Studies (1 Original 4 Photocopy)			Emanating Graduate School	
6. PRC License – (5 Photocopy)			PRC/ Applicant	
7. PRC Board Rating/ Certification – (1 Original 4 Photocopy)			Emanating Graduate School	
8. Certification of Units Earned – (1 Original 4 Photocopy)			Concerned agency	
9. Service Record/s Private and Public (1 Original 4 Photocopy)			Applicant	
10. Certificate of Training/s and Seminar/s attended (minimum of 3 days in the last 5 years (1 Original 4 Photocopy)			Applicant	
11. Latest Performance Rating (1 Original 4 Photocopy)			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1.1 Receive and check for the completeness of the submitted ERF requirements	None	15 minutes	Personnel Unit HRMO
	1.2 Process ERF application and attached necessary documents	None	30 minutes	
	1.3 Forward to authorized signatories for signature on ERF Form	None	1 hour	AOV and SDS
2. Furnish teacher with the Endorsement of the ERF to Regional Office	2.1 Indorse the ERF application to Regional Office	None	5 minutes	Personnel Unit
Total		None	1 hour and 50 minutes	

2. Application for Leave

Leave of absence, for any person other than serious illness of an officer or employee or any member of his family, must be contingent upon the needs of the service. The grant vacation leave is discretionary on the part of the agency head or authority concerned; thus, mere filing of such leave application does not entitle an officer or employee to go on leave outright.

Office or Division	Personnel Unit			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Vacation Leave				
1. CSC Form 6 (3 original copies)			Personnel Unit	
2. Clearance Form, only if traveling abroad, or if traveling local for more than 15 days (4 original copies)				
3. Letter request, if necessary (1 original copy)			Client	
Sick Leave				
1. CSC Form 6 (3 original copies)			Personnel Unit	
2. Medical Certificate, if more than 5 days sick leave (1 Copy)			Client	
3. Letter request, if necessary (1 original copy)			Client	
Paternity Leave				
1. CSC Form 6 (3 original copies)			Personnel Unit	
2. Letter request, if necessary (1 original copy)			Client	
<i>Additional Requirements:</i>				
• Marriage Contract (1 photocopy)			Client	
• Birth Certificate of Child or Medical Certificate of Wife if Miscarriage (1 photocopy)				
Maternity Leave				
1. CSC Form 6 (3 original copies)			Personnel Unit	
2. Letter request, if necessary (1 original copy)			Client	
<i>Additional Requirements:</i>				
• Special Order Form (3 original copies)			Front/ Information desk	
• Medical Certificate (1 Copy)				
• Clearance (4 original copies)				
Solo Parent Leave				
1. CSC Form No. 6 (Revised 1995) Application for Leave (3 original copies)			CSC website/ Front/ Information desk	
2. Letter request, if necessary (1 original copy)			Client	
<i>Additional Requirements:</i>				
• Birth Certificate of Child (1 photocopy)			Client	
• Photocopy of Solo Parent ID (1 photocopy)				
Special Privilege Leave				
CS Form 6 (3 original copies)			Personnel Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete	1.1. Receive the complete	None	10 minutes	Records Section -

documentary requirements within the prescribed timeline from the concerned office	documents			Person in charge
	1.2. Check the received document as to completeness	None		
	1.3. Forward the complete document to the Personnel for appropriate Action	None	2 hours	
	1.4. Review the submitted complete document and provide appropriate action	None	30 minutes	Personnel Unit
	1.5. Forward to the Office of the SDS for Approval	None	0 minutes	Personnel Unit
	1.6. Approve Form 6 and forward to the Personnel Section	None	30 minutes	Records Section - Person in charge
	1.7. Forward the approved Form 6 to the Records Section for release	None	15 minutes	
2. Receive the approved Form 6	2.1 Release the approved Form 6	None	10 minutes	
Total		None	3 hours and 55 minutes	

3. Application for Retirement

Retirement refers to the time of life when one chooses to permanently leave the workforce behind. The compulsory retirement age is 65 while optional is 60 years of age. It can be applied three months before retirement to ensure that retirement benefits will be enjoyed by the retiree after his/her retirement.

Office or Division	Personnel Unit			
Classification:	Complex			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DepEd employees that reached the retiring age requirement			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application for Retirement (1Copy)			DepEd Schools Division Office	
2. Service Record (1 Original Copy)				
3. Clearance for money & property Accountabilities District & Division (4 Original Copies)				
4. Statement of Assets & Liabilities (1 Original Copy)				
5. Certificate of No Pending Administrative Case (1 Original Copy)				
6. Certificate of Last Day of Service (1 Original Copy)				
7. Certificate of Last Salary Received (1 Original Copy)				
8. Certification of Leave with or without pay (1 Original Copy)				
9. Ombudsman Clearance (1 original copy)			Concerned retiree	
10. GSIS Application for retirement benefits form (1 original copy)				
11. Provident Clearance (1 original copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements for Retirement to Records Unit	1.1. Receive complete documents from Records Unit checked by District Human Resource Management Officer	None	30 minutes	Human Resource Unit -Person in charge
	1.2. Check and verify the completeness of the documents	None	30 minutes	Human Resource Unit -Person in charge
	1.3. Inform the concerned person if the requirements are incomplete	None	8 hours	Human Resource Unit -Person in charge
	1.4. Authenticate complete documents for retirement. Prepare 1st endorsement	None	1 hour	Human Resource Unit -Person in charge
	1.5. Forward complete documents to SDS office for signature and ODC for release in the Regional Office	None	16 hours	Human Resource Unit -Person in charge
	1.6. Indorse the application for retirement to the Regional Office	None	16 hours	Human Resource Unit -Person in charge
Total		None	5 days and 1 hour	

4. Issuance of Certificate of Employment

Certificate of employment is issued upon request of the employee which will be used to verify employment history of a certain employee of a former or current employer.

Office or Division	Personnel Unit			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DepEd Employee/ Former Employee			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. Data sheet request form (1 Copy)				Front Desk/Information
2. Letter request (for those personnel no longer connected in the Division)				Client
3. Identification Card (1 Original copy)				Client
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Data Sheet Request form with other required documents with attached pay slip	1.1. Receive and forward submitted complete documents	None	2 minutes	Front Desk/ Information
	1.2. Verify the complete documents submitted	None	5 minutes	Human Resource Unit Concern
	1.3. Prepare and sign Certificate of Employment	None	5 minutes	Admin Officer (Admin Service)
2. Receive Certificate of Employment	2.1 Release Certificate of Employment to Client	None	2 minutes	Front Desk/ Information
Total		None	14 minutes	

5. Issuance of Service Record

Service record is a collection of either electronic or printed material which provides a documentary history of a person's employment including their filed leave with and without pay as well as their annual salary while serving as an employee of an organization.

Office or Division	Personnel Unit			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.Accomplished Transaction/Request Form (2copies)			Personnel/ Records	
2.Previous copy of ServiceRecord from previous employment (2 copies)			Client	
3.Latest payroll slip (1 photocopy)			RPSU thru Cashiering Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Transaction/ Request Form	1.1. Receive andreview of request from client	None	30 minutes – 2 days depending on the size of the division	Personnel Unit Person-in- charge
	1.2. Retrieve of documentsfrom file	None		
	1.3. Process request	None		
2. Receive the signed service record	2.1. Releaserecord	None		
Total		None	30 minutes – 2 days	

6. Loan Approval and Verification

This service pertains to the approval and verification of Loans from GSIS and Private Lending Institutions of teaching and non-teaching employees in DepEd non- implementing units.

Office or Division	Personnel Unit			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DepEd SDO employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For GSIS Loans 1. Recent Pay slip (one (1) photocopy) 2. Certificate of No Pending Case (one (1) original copy) 3. Certificate of No Leave of absence without pay for the next six (6) months (1 original 1 photocopy) For online transaction: 4. Submit request at email address of the SDO Subject: Approval of GSIS Loan			Requesting Entity Legal Unit School Head	
For Private Lending Institutions: 5. Last three (3) months' pay slip (one (1) original copy) 6. Latest Appointment (one (1) photocopy) DepEd Email address				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the necessary documents for loan application (walk-in/online)	1.1 Receive the complete documents (walk-in/online)	None	5 minutes	Personnel Section- Authorized employee
	1.2 Check and Evaluate loan application if eligible	None	20 minutes	
	1.3 Approve / Disapprove loan application through confirmation of GSIS/ email	None	15 minutes	
	1.4 Notify the client on the action taken by the Office through e-mail.	None	15 minutes	
Total		None	55 minutes	

7. Processing of Appointment (Original, Reemployment, Reappointment, Promotion and Transfer)

This service involves the preparation of appointment papers of newly-hired, promoted, reemployed, reappointed or transferred employees.

Office or Division	Personnel Unit
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	New entrants SDO employees
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Acknowledgement of published Items (1 photocopy)	Personnel Unit
2. Publication –CSC Form No. 9 (Revised 2018) received by CSCFO (1 photocopy)	Personnel Unit
3. Checklist of Common Requirements (1 original)	Personnel Unit
4. Appointments Processing Checklist (1 original)	Personnel Unit
5. Appointment Form CS Form No. 33-A (Revised 2018) (3 original, 1 photocopy)	Personnel Unit
6. Certificate of Availability of funds (3 original, 1 photocopy)	Personnel Unit
7. Oath of Office –CS Form No. 32 (Revised 2018) (3 original, 1 photocopy)	Personnel Unit
8. Certificate of Assumption to Duty –CS Form No. 4 (Series of 2018) (3 original, 1 photocopy)	Personnel Unit
9. Clearance-CS Form 7 (3 original, 1 photocopy) except for original and reemployment	Personnel Unit
10. Position Description Form-DBM-CSC Form No. 1 (Revised version No. 1 s. 2017) (3 original, 1 photocopy))	Personnel Unit
11. Approved Rank list (3 photocopy) -except for Reappointment as Provisional, Permanent and transfer	Personnel Unit
12. Summary Profile and Evaluation Report of Candidate (3 photocopy) - except for Reappointment as Provisional, Permanent and transfer	Personnel Unit
13. Duly accomplished CSC Form 212 (Revised 2017) – Personal Data Sheet (3 original)	Appointee
14. Work Experience Sheet (3 original)	Appointee
15. Certified true copy of Original Transcript of records (3 photocopy)	Emanating School
16. Authenticated copy of PRC Board rating/CSC Eligibility (1 original, 2 photocopy) –except for Reappointment as Provisional	PRC or CSC
17. Certified true copy of Professional Regulation Commission (PRC) Identification card –if applicable (3 photocopy) – except for Reappointment as Provisional	PRC
18. Latest Approved Appointment (3 photocopy) –except for Original and reemployment	Appointee
19. Performance Rating (3 photocopy) – except for Original and reemployment	Appointee
20. Medical Certificate –CS Form No. 211 (Revised 2017) (1 original, 2 photocopy)	Accredited Health Care Facility
21. Results of Medical Exam and Laboratory test (3	Accredited Health Care

photocopy) -except for promotion, reappointment and transfer		Facility		
22. NBI Clearance (3 photocopy) – except for promotion, reappointment and transfer		NBI		
23. PSA Birth Certificate (3 photocopy)- except for promotion, reappointment and transfer		PSA		
24. Marriage Certificate –if applicable (3 photocopy) - except for promotion, reappointment and transfer		PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1.1. Receives and check for the completeness of the submitted requirements for appointment	None	15 minutes	Personnel Unit
	1.2. Prepare Appointment paper (CS Form No. 33-A), Position Description Form (CS Form No. 1), Oath of Office (CS Form No. 32), Assumption to Duty (CS Form No. 4), Certificate of Availability of funds, Appointments Processing checklist, Checklist of common requirements, Publication and Acknowledgement of published items	None	30 minutes	
	1.3. Forward to Immediate Superior the Position Description Form (PDF) for signature	None	5 minutes	
	1.4. Forward to Accountant the Certification of availability of funds for signature	None	5 minutes	
	1.5. Forward to authorized signatories to sign on the certifications at the back of the appointment (CS Form No. 33-A)	None	10 minutes	
	1.6. Approve Appointment- CS Form No. 33-A, Certification of Availability of funds, Oath of Office CS Forms No. 32, and attest at the back of the Personal Data Sheet- CS Form 2121 and SALN	None	5 minutes	
2. Appointee receives a copy of the signed appointment (CS Form No. 33-A)	2.1 Furnish appointee with a copy of his/her appointment for submission to CSCFO, ensure that appointee acknowledges receipt of a photocopy of said appointment	None	5 minutes	
Total		None	1 hour and 15 minutes	

8. Processing of Terminal Leave Benefits

Processing of Terminal Leave Benefits based on the accumulated leave credits of a DepEd personnel during his/her service in the agency. This is for those employees who have availed retirement/ resigned/ separated and should have payment for their remaining leave balances.

Office or Division	Personnel Unit			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DepEd employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request (1 original copy)			Concerned Retiree	
2. Service Record (1 original copy)			Personnel Unit	
3. GSIS Retirement Voucher (1 original copy)			Concerned Retiree	
4. GSIS Retirement Clearance (1 original copy)			Concerned Retiree	
5. Certificate of Last Payment (1 original copy)			Accounting Unit	
6. Clearances (Money & Property accountabilities (3 original copy)			School and SDO	
7. Latest Notice of Salary Adjustment (NOSA)- (1 original copy)			Personnel Unit	
8. Certification of Accumulated Leave Credits by the Division Personnel Officer- (1 original copy)			Personnel Unit	
9. Certified Copies of Leave Cards-(1 original copy)			Personnel Unit	
10. Certification of Leave Credits Earned- (1 original copy)			Personnel Unit	
11. Fiscal Clearance (1 Original Copy)				
For deceased employee:				
1. Death certificate (1 photocopy)			Municipal registrar	
2. Marriage Certificate (1 photocopy)			NSO	
3. Survivorship (If applicable) (1 photocopy)			Spouse	
4. Special Power of Attorney (1 original copy, 2 photocopies)			Attorney	
5. Birth Certificate of Children (if employee has no living spouse) (1 photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements within the prescribed timeline from the concerned office	1.1. Receive the complete documents	None	10 minutes	Records Section - Person in charge
	1.2. Check the document as to completeness			
	1.3. Forward the complete document to the Personnel for appropriate action	None	2 hours	Records Section - Person in charge
	1.4. Review the submitted complete document and provide appropriate action	None	30 minutes	Personnel Section - Person in charge
	1.5. Forward to the Office of the SDS for Approval	None	20 minutes	Personnel Section -

				Person incharge
	1.6. Approve Form 6 and forward to the Personnel Section	None	30 minutes	SDS/ SDS Office Person-In-Charge
	1.7. Forward the approved Form 6 to the Records Section for release	None	15 minutes	Personnel Section - Person in charge
2. Receive the approved Form 6	2.1 Release the approved Form 6	None	10 minutes	Records Section - Person incharge
Total		None	3 hours and 15 minutes	

9. Request for Correction of Name and Change of Status

This process of correcting clerical or typographical errors in the Certificate of Live Birth is governed by the provisions of Republic Act (R.A.) No. 10172 and updating or changing the marital status.

Office or Division	Personnel Unit			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DepEd SDO employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. BIR Form 1905 (duly received by BIR) and PSA Marriage Certificate (for Change of Status). (1 original and 1 photocopy)			Employee/ BIR	
2. PSA Birth Certificate (for Correction of Name) (1 original and 1 photocopy)			Employee/ PSA	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents	1.1 Receive and check the complete document	None	3 minutes	Personnel Unit
	1.2 Preparation of updates and submission of attachments to DepEd Region Office	None	8 hours	
Total		None	1 day and 3 minutes	