



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

October 12, 2020

**DIVISION MEMORANDUM**

No. 499, s. 2020

**CONSOLIDATION OF OFFICE PROCESSES AND SUBMISSION OF  
ONLINE AND DROP BOX REPORTS AND OTHER DOCUMENTS FROM  
THE SCHOOLS/DISTRICTS FOR ACTION OF THE DIVISION OFFICE**

To : ASDS & Chief-EPS  
Education Program Supervisors  
Public Schools District Supervisors & OIC-PSDS  
Public Elementary and Secondary School Heads  
Non-Teaching Personnel  
All Other Concerned

1. This is to simplify the processes and series of issuances on the service delivery in the division office to support all government efforts to sustain its commitment for a positive support in the delivery of economical, efficient and accessible administrative and finance services amidst the nation's state of calamity due to COVID-19 Pandemic.
2. The division will adopt the online transactions as part of the continuity plan to minimize the personal transactions in the Division Office amidst this Pandemic and to comply with the protocols issued by Inter-Agency Task Force. The Records Section of the Administrative Service, as the central unit that directly tackles the receipt and release of the documents is tasked to facilitate the implementation of this scheme, with the support of other functional Sections/Units.
3. The coverage of these processes are the Submission of Reports, Requests, Applications and other Communications/documents from school/district offices and other stakeholders intended for action of the division office. List of online services per functional divisions/sections/units are identified in the attached Request Forms with corresponding requirements and time durations to serve as cover request both online and drop box submissions of the following procedures, to wit;
  - a. The Schools/Districts shall submit the documents for request of action or approval to the Office of Schools Division Superintendent a day before to use and pick-up the documents in the division office to give ample time of the incharge to prepare. The request shall submit through the email address at [depedbohol.records@deped.gov.ph](mailto:depedbohol.records@deped.gov.ph). Records Section personnel shall acknowledge thru email upon receipt of the documents.

- b. The Records office shall download the documents and print or transmit it electronically to the concerned functional division, section/unit offices within one (1) hour after receipt of the documents.
  - c. After the actions have been taken by the concerned functional offices, the acted documents shall be forwarded to the Schools Division Superintendent for approval/disapproved.
  - d. Once approved or disapproved the documents shall be endorsed online by the OSDS Records Section to the e-mail where the documents originated.
4. Documents not covered by this issuance on online scheme but applicable through DROP BOX/COURIER submission at the receiving area are the following;
- a. Pertinent papers for appointment (Subs. Perm. Promotion and Reclassification)
  - b. Recommendation Letter for appointment
  - c. Application for ERF Approval & ERF Implementation
  - d. Application for Retirement
  - e. Accomplished Form 7
  - f. Liquidation of Cash Advances (MOOE)
  - g. Financial Claims for INFRA & Goods
  - h. Request for tuition fee increase
  - i. In bunch reports (IPCR, SALN, BIR 2316 etc.)
  - j. Confidential matters and communications from other stakeholders
5. The approved or disapproved documents submitted through drop box shall be released through Pigeon Hole with advance information via text or email to the owner/office where the documents emanate.
6. It is understood that previously released links provided for by every functional division/section/unit shall serve for queries and follow-ups only and not for official submission of reports.
7. Immediate dissemination and compliance hereof is earnestly desired.

  
**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent



0050 Lino Chatto Drive Barangay, Cogon, Tagbilaran City, Bohol  
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550  
Telefax: (038) 501-7550 email add: [deped.bohol@deped.gov.ph](mailto:deped.bohol@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
 Region VII-CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

## Administrative & Personnel Office-REQUEST FORM

Name:	Position:
Unit/Group/School:	District:
<b>PARTICULAR/S (Please check below)</b>	
<input type="checkbox"/> PLANTILLA <input type="checkbox"/> RECOMMENDATION (SUBSTITUTE) <input type="checkbox"/> RECOMMENDATION (PERMANENT) <input type="checkbox"/> RECOMMENDATION (PROMOTION) <input type="checkbox"/> FORM 6 (ELEMENTARY) <input type="checkbox"/> FORM 6 (SECONDARY) <input type="checkbox"/> FORM 6 (TEACHING RELATED & NON-TEACHING) <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> APPLICATION OF PROVIDENT LOAN	<input type="checkbox"/> SIGNATURE OF APPOINTMENT <input type="checkbox"/> CLAIM OF JOB ORDER <input type="checkbox"/> CLAIM OF APPOINTMENT <input type="checkbox"/> CLAIM OF TRANSFER ORDER <input type="checkbox"/> APPLICATION FOR ERF APPROVAL <input type="checkbox"/> APPLICATION FOR ERF IMPLEMENTATION <input type="checkbox"/> APPLICATION FOR MONETIZATION <input type="checkbox"/> APPROVED ERF FOR APPOINTMENT <input type="checkbox"/> OTHERS _____
<p><i>Note:</i> 1. You may also submit your Form 6 and Return to duty thru email at <a href="mailto:depedbohol.hrmo@deped.gov.ph">depedbohol.hrmo@deped.gov.ph</a>          2. You may reach us at <a href="https://www.facebook.com/SDOBoholHR">https://www.facebook.com/SDOBoholHR</a> for a complete list of requirements and follow up your queries.          3. Please see attached requirements below and at the back.</p>	
Requested by:  _____	Deped Email Add: _____ Contact Number: _____
(Signature over printed name)	
Date:	

### Appointments

	REQUIREMENTS	WHO TO SUBMIT
<b>Plantilla Requirements:</b> <b>(NEWLY HIRED)</b> 1. Photocopy of appointment with TIN number <b>(CHANGE STATUS)</b> 1. Photocopy of Marriage Contract	Certification that you are not assigned in Grade 1	Newly Hired Permanent Teacher (Elementary)
	Certification that you are assigned in Grade 1 First Day of Service (FDS)	Master Teacher I & II (Elem) New (SEC & ELEM) / Substitute (SEC & ELEM) / Non-Teaching / Transferee
	Certification from the School Head that you are handling 2 sessions	Newly hired Kindergarten Teacher
	Sworn statements of assets, liabilities and net worth (SALN)	Newly hired Permanent Teaching & Non-Teaching
<b>Transfer Order:</b> <b>(within the District)</b> - School Clearance <b>(outside the District)</b> - School Clearance - District Clearance	<b>Recommendation (Substitute / Permanent / Promotion)</b> 1. Recommendation Letter 2. Approved RQA / Ranklist 3. Barangay Clearance	<b>Provident Loan:</b> <b>(50K loanable amount) - 2 copies</b> - Form 2 - Letter of intent - Payslip <b>(more than 50K loanable amount)</b> - Same as above - Picture of supporting documents



#50 L. Chatto Drive, New Capitol Site, Cogon, Tagbilaran City  
 Tel Nos.: (038) 412-4938; (038) 411-2544; (038) 501-7550  
 Email Address: [deped.bohol@deped.gov.ph](mailto:deped.bohol@deped.gov.ph)



**Sick Leave**

Submit in 3 copies

1. Application letter with Station Code & Employee Number
2. Approved Form 6 - Leave Form
3. Medical Certificate with either a dry seal or documentary stamp on the original copy.
4. School Clearance

**Return to Duty from Sick Leave**

Submit in 3 copies

1. Application letter with Station Code & Employee Number
2. Medical Certificate stating that the teacher is FIT TO RETURN TO WORK with either a dry seal or a documentary stamp on the original copy
3. Approved Form 6 - Leave Form

**Personal Leave**

Submit in 3 copies

1. Application letter with Station Code & Employee number
3. Form 6
4. School Clearance
5. District Clearance (when leave is 1 month to 3 months)

**Maternity Leave**

Submit in 3 copies

1. Application letter with Station Code & Employee Number
2. Approved Form 6 - Leave Form
3. Revised Maternity Leave Computation
4. Medical Certificate with either a dry seal or documentary stamp on the original copy
5. School Clearance (for HS) / District Clearance for Elem

**Return to Duty from Maternity Leave**

Submit in 3 copies

1. Application letter with Station Code & Employee Number
2. Medical Certificate stating that the teacher is FIT TO RETURN TO WORK with either a dry seal or a documentary stamp on the original copy.
3. Approved Form 6 - Leave Form
4. Child's Birth Certificate (with registry number)

**Return to Duty from Personal Leave**

1. Application letter with Station Code & Employee Number (3 copies)
2. Approved Form 6 (2 copies)

**Form 6 (Paternity Leave)**

7-Day Paternity Leave Requirements

1. Endorsement letter from the Principal (3 copies)
2. Application letter with Station Code & Employee number (3 copies)
3. Form 6. (3 copies)
4. Marriage Contract (2 copies)
5. Child's Certificate of live birth with registry number (2 copies)

**Magna Carta of Women Leave**

Submit in 3 copies

1. Application letter with Station Code & Employee number
2. Form 6
3. Medical Certificate /Histopathology Report/Result of Operation with either a dry seal or documentary stamp attached on the original copy

**Return to Duty from Leave for Magna Carta of Women**

Submit in 3 copies

1. Application letter with Station Code & Employee number
2. Medical Certificate stating that the teacher is FIT TO RETURN TO WORK with either a dry seal or documentary stamp attached on the original copy
3. Approved Form 6 - Leave Form

**Personal Leave (Travel Abroad )**

Submit in 3 copies

1. Application letter with Station Code & Employee number
2. Approved Form 6 - Leave Form
3. Certification - no pending administrative case
4. Certification that bonafide employee of certain school
5. District Clearance
6. Division Clearance
7. Affidavit-state the purpose for travel abroad (not to seek employment)
8. Certification of no pending unsubmitted reports

**Rehabilitation Leave**

Submit in 3 copies

1. Application letter with Station Code & Employee number
2. Approved Form 6 - Leave Form
3. Medical Certificate with either a dry seal or documentary stamp in it
4. Police blotter
5. Incidental report from the School Head
6. District Clearance

**Return to Duty from Rehabilitation Leave**

Submit in 3 copies

1. Application letter with Station Code & Employee number
2. Medical Certificate stating that the teacher is FIT TO RETURN TO WORK with either a dry seal or documentary stamp in it
3. Approve Form 6 (Leave Form)

**Study Leave**

Submit in 3 copies

1. Application letter with Station Code & Employee number
2. Approved Form 6 - Leave Form
3. Proof of Enrollment / Review
4. Memorandum of Agreement duly notarized
5. School/District Clearance
6. Division Clearance

**Return to Duty from Rehabilitation Leave**

Submit in 3 copies

1. Application letter with Station Code & Employee number
2. Report on First Day of Duty
3. Certificate of Completion

**Return to Duty from Personal Leave (Travel Abroad)**

Submit in 3 copies

1. Application letter with Station Code & Employee number
2. Approved Application
3. Report on First Day of Duty

**ERF for Principal:**

1. Endorsement from the SDS
2. Plantilla Allocation List (PAL)
3. Approve E R F
4. Latest Approved Appointment
5. Latest Plantilla (PSIPOP)
6. Updated Service Record
7. Latest payslip or payroll
8. Civil Service Form 212 (Personal Data Sheet) 3 original copy
9. Division rank list signed by SDS
10. TOR with certification, authentication, and verification (CAV) from CHED (original copy)
11. Certification from the registrar for MA graduate/doctoral units (original)
12. Position description form (PDF) 3 copies
13. Performance Rating for the last three (3) school years certified photocopy signed by A.O.s and Supervisors (certified photocopy signed by AO/PSDS/SH)
14. Sworn statement that all the documents submitted are true and correct with documentary stamp (1 original copy)
15. Certificates of trainings, seminars, workshops, awards, outstanding accomplishments (certified true copy)
16. Certification that the incumbent of the position to be reclassified are qualified to occupy the new position
17. Principal's list of teachers supervised with subject areas and plantilla item numbers
18. Justification for the reclassification of position statement
19. Justification on the status of higher rank applicant per rank list
20. Class program with the subject areas and item numbers
21. Result of the qualifying examination
22. Organizational chart with plantilla item number
23. NEAP certification
24. for Principal 1 ( 2 years as HT-3 for elementary and 2 years as HT-VII for secondary)
25. 48(2) / 56 (3&4) hours of relevant training initiated, sanctioned, approved/recognized by DepEd
26. SBM Task Force's certification as to the rating obtained in the internal and external stakeholder's assessment
27. Division Selection and Promotion Board's Certification on the points obtained in the Psychological Attributes and Personality Traits assessment
28. Enrollment data (form 4) in the present school assignment, including the cluster schools handled, if any
29. Principal I – Master's Degree
30. Principal II – Master's Degree plus 6 units in Doctoral degree
31. Principal III – Master's Degree plus 12 units in Doctoral degree
32. Principal IV – Master's Degree plus 24 units in Doctoral degree

**Requirements for Transfer of Plantilla: 1 copy each**

1. Application letter of the teacher
2. Indorsement from the school head and present station
3. Acceptance-signed by the principal of the present station
4. Consent-signed by the principal where plantilla belongs
5. Plantilla
6. Form 4 & Form 7 of the 2 schools

**ERF for Teacher II:**

1. Endorsement from the School Head - to be signed by the school head only
2. Duly accomplished ERF - (3 copies)
3. At least 3 years or more teaching experience plus 20 MA units
4. 9 years teaching experience plus 18 MA units.
5. Original copy of certification from school registrar for MA units/CAR with dry seal
6. TOR with certification, Authentication and Verification (CAV) from CHED - original copy with dry seal
7. Updated Service Record - 3 original copies
8. Performance rating for the last 3 school years - 1 original copy each
9. Duly accomplished CS Form 212 Revised 2017 (Personal Data Sheet) - 3 original copies without erasures
10. Sworn statement that all documents submitted are true and correct with 1 documentary stamp if there is no dry seal - 1 original copy
11. Latest approved appointment - 3 certified true copies (bring original copy)
12. Latest payslip - 1 certified true copy (bring original copy)
13. Latest plantilla (PSIPOP) - 1 certified true copy
14. Certificates of trainings, seminars, workshops, awards not previously credited - certified true copies, 1 copy each. Submit original copies in a folder.
15. Certification from the school head that the incumbent of the position to be reclassified qualifies to occupy the new position, noted by the PSDS

**ERF for Teacher III:**

1. Endorsement from the School Head - to be signed by the school head only
2. Duly accomplished ERF - (3 copies)
3. a.) at least 3 years or more teaching experience with CAR or MA graduate  
b.) 20 years teaching experience without MA units.
4. Original copy of certification from school registrar for MA units/CAR with dry seal
5. TOR with certification, Authentication and Verification (CAV) from CHED - original copy with dry seal
6. Updated Service Record - 3 original copies
7. Performance rating for the last 3 school years - 1 original copy each - to be approved by PSDS(2017-2018,2018-2019,2019-2020)
8. Duly accomplished CS Form 21 2 (Personal Data Sheet) - 3 original copies without erasures
9. Sworn statement that all documents submitted are true and correct with 1 documentary stamp if there is no dry seal - 1 original copy
10. Latest approved appointment - 3 certified true copies (bring original copy)
11. Latest payslip - 1 certified true copy (bring original copy)
12. Latest plantilla (PSIPOP) - 1 certified true copy
13. Certificates of trainings, seminars, workshops, awards not previously credited - certified true copies, 1 certified true copy each for the last 3 years. Submit original copies in a folder.
14. Certification from the school head that the incumbent of the position to be reclassified qualifies to occupy the new position, noted by the PSDS

**ERF for Master Teacher:**

1. Endorsement from the School Head
2. Duly accomplished ERF - (3 copies)
3. Computation worksheet for Elementary (District) level or Secondary (School) level – 3 copies
4. Certification from School Registrar for C.A.R or M.A Degree – original copy with dry seal
5. TOR with Certification, Authentication and Verification (CAV) from CHED - original copy with dry seal
6. Updated Service Record - 3 original copies
7. Performance rating for the last 3 school years from the date of application - 1 original copy each
8. Certification that the applicant is actually teaching with regular teaching load supported by a class program. For secondary, include teachers' program of teachers under the subject area.
9. Certificate as Demonstration Teacher (MT 1 - District Level) (MT2 - Division Level) with Training Design approved at the Division Office within the last 5 years from date of application
10. Certificates of trainings, seminars, workshops, awards not previously credited for the last 3 years - 1 certified true copy each and submit original copies in separate folder
11. Division Rank List of Master Teacher applicants of the present school year approved by SDS
12. Certification on number & names of teachers to be assigned/served by MT1 & MT2 (Elementary = total number of Teacher 1 to Teacher 3) (Secondary = 6-7 teachers per subject area in the same organization chart (same school, same plantilla - Jr. High School only)
13. Organizational Chart with names, designation, plantilla item no. (whole district for Elem.) by subject area (secondary)
14. Duly accomplished CS Form 212 ( Personal Data Sheet) 3 original copies without erasures
15. Latest approved appointment - 3 certified true copies, bring original copy
16. Latest payslip - 1 certified true copy, bring original copy
17. Latest plantilla (PSIPOP) - 1 certified true copy (for secondary, include plantilla of all teachers under the subject area)
18. Certification from the School Head that the applicant for reclassification is qualified to occupy the new position, noted by the PSDS
19. Sworn statement that all the documents submitted are true and correct with dry seal - 1 original copy
20. Must be Teacher III for the last 3 years before application
21. Put tabbing to indicate documents

**For elementary applicants:**

1. Proposed deployment report together with the School Form7 (SF7) of the school where the MT will be deployed in case that the present school does not warrant its size to have a Master Teacher, signed by PSDS.
  2. Commitment letter of the MT applicant that he/she is willing to be transferred to lower grades or another school as soon as he/she is appointed as Master Teacher
  3. Organizational chart of the present school to be prepared by the School head, noted by the PSDS.
- NOTE: All xerox copies must be authenticated at the Division Office.

**ERF Implementation:**

1. Approved ERF - 5 copies, 1 original & 4 certified xerox copies
2. updated service record - 3 certified xerox copies
3. latest payslip - 3 certified xerox copies
4. updated/approved plantilla - 3 certified xerox copies
5. latest appointment - 3 certified xerox copies



Republic of the Philippines  
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Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**DIVISION PAYROLL SERVICES UNIT (DPSU) - REQUEST FORM**

Name:	Position:
Unit/Group/School:	District:

**PARTICULAR/S ( Please check below)**

**For Online Transactions**

- |   |   |
|---|---|
| <input type="checkbox"/> Salary Claim – Newly Hired                   | <input type="checkbox"/> Medical Examination Exp                  |
| <input type="checkbox"/> Salary Claim – Substitute                    | <input type="checkbox"/> Cash Allowance                           |
| <input type="checkbox"/> Maternity Benefits                           | <input type="checkbox"/> Year-End Bonus                           |
| <input type="checkbox"/> Salary Differential due to Promotion         | <input type="checkbox"/> Cash Gift                                |
| <input type="checkbox"/> Salary Differential due to Step Increment    | <input type="checkbox"/> Productivity Enhancement Incentives(PEI) |
| <input type="checkbox"/> Clothing Allowance                           | <input type="checkbox"/> Loyalty Cash Award                       |
| <input type="checkbox"/> Midyear Bonus                                | <input type="checkbox"/> Others_____                              |
| <input type="checkbox"/> World Teachers Day Incentive Benefit (WTDIB) |   |

**For Drop Box**

- |  |                                 |
|--|---------------------------------|
| <input type="checkbox"/> Performance Based Bonus (PBB) | <input type="checkbox"/> Form 7 |
|--|---------------------------------|

**NOTE:** Corresponding requirements of the above request are found @ <https://www.facebook.com/DEPED-BOHOL-DPSU-101494818347477> or Search **DEPED BOHOL DPSU**. See next page for the List of Requirements.

Requested by:

\_\_\_\_\_  
(Signature over printed name)  
Date: \_\_\_\_\_

DepEd Email Add: \_\_\_\_\_  
Contact No: \_\_\_\_\_



50 LinoChatto Drive Barangay Cogon, Tagbilaran City, Bohol  
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2020dpsu\_fj

# DIVISION PAYROLL SERVICES UNIT (DPSU)

## LIST OF REQUIREMENTS

SALARY CLAIM FOR NEWLY HIRED PERSONNEL	SALARY CLAIM FOR SUBSTITUTE TEACHER	SALARY DIFFERENTIAL DUE TO PROMOTION
<ol style="list-style-type: none"> <li>1. Indorsement from the School Head/Principal</li> <li>2. Certification as Validity of Claim</li> <li>3. Approved Appointment (photo copy only)</li> <li>4. Approved Appointment of incumbent (for those vacant positions due to natural vacancy)</li> <li>5. Certification of Assumption (First Day of Service)</li> <li>6. Approved Plantilla / PSIO P</li> <li>7. CS Form (DTR)</li> <li>8. Approved Form 6 (if there are absences)</li> <li>9. Assignment Order</li> <li>10. Oath of Office /Panunumpa</li> <li>11. Personal Data Sheet (PDS) Form 212</li> <li>12. Deposit Slip / ATM Card (DBP Account No.)</li> <li>13. Printout from GSIS (BP No.)</li> <li>14. Printout of MDR/ID (Phil. Health No.)</li> <li>15. BIR 1902 / Verification Slip/ID (TIN No.)</li> <li>16. Loyalty Cards / MDF (Pag-Ibig MID No.)</li> <li>17. Statement of Assets, Liabilities and Net Worth (SALN)</li> <li>18. Certificate of Last Payment (for transferee)</li> </ol> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>❖ Requirements No. 3,4,6,9,10 &amp; 11 will be provided by Div. Office.</li> <li>❖ Requirements No. 1-18 are applicable for 1<sup>st</sup> claim only.</li> <li>❖ For succeeding claim – form 48 (DTR) and form 6 (if there are absences) to be submitted to the Dist. Bookkeeper for Form 7 preparation.</li> </ul>	<ol style="list-style-type: none"> <li>1. Indorsement from the School Head/Principal</li> <li>2. Certification as Validity of Claim</li> <li>3. Approved Appointment (Photocopy Only)</li> <li>4. Personal Data Sheet (Photocopy Only)</li> <li>5. Certification of Assumption (First Day of Service)</li> <li>6. CS Form 48 (DTR)</li> <li>7. Approved Form Form 6 (if there are absences)</li> <li>8. Oath of Office/Panunumpa (Photocopy Only)</li> <li>9. DBP ATM Account Number (Photo Copy of Deposit Slip)</li> </ol> <p><i>(All documents shall in two copies. All photocopies shall be duly certified as true copy from the original by the principal)</i></p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>❖ Requirements No. 3, 4 &amp; 8 will be provided by Div. Office.</li> </ul>	<ol style="list-style-type: none"> <li>1. Indorsement from the School Head/Principal</li> <li>2. Approved Appointment</li> <li>3. Approved Appointment of Incumbent (if vice promoted)</li> <li>4. Plantilla/PSIO P</li> <li>5. Certificate of Assumption (First Day of Service)</li> <li>6. Updated Service Record</li> <li>7. Last Payslip already Adjusted (Previous Position)</li> <li>8. First Payslip already Adjusted (Present Position)</li> <li>9. Certificate that employee has not incurred leave without pay (Records Section)</li> </ol> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>❖ Requirements No. 2,3,4 &amp; 6 will be provided by Div. Office.</li> </ul>
	<p><b>LOYALTY CASH AWARD</b></p> <ol style="list-style-type: none"> <li>1. Indorsement from the School Head/Principal</li> <li>2. Certified photo copy of original appointment (1<sup>st</sup> appointment as permanent government employee)</li> <li>3. Updated service record</li> <li>4. Latest payslip</li> </ol>	<p style="text-align: center;"><b>SALARY DIFFERENTIAL DUE TO STEP INCREMENT</b></p> <ol style="list-style-type: none"> <li>1. Indorsement from the School Head/Principal</li> <li>2. Certification as to validity of Claim (Principal/Supervisor)</li> <li>3. Approved NOSI</li> <li>4. Approved Appointment</li> <li>5. Updated Service Record</li> <li>6. Last Payslip not yet Adjusted</li> <li>7. First Payslip already Adjusted</li> <li>8. Plantilla (HRMO)</li> <li>9. Annex D</li> <li>10. First Day of Assumption of Step (HRMO)</li> <li>11. Certification that the employee has not incurred leave without pay (Records Section)</li> </ol> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>❖ Requirements No. 3,4,5,8 &amp; 9 will be provided by Div. Office.</li> </ul>
<p><b>MATERNITY BENEFIT</b></p> <ol style="list-style-type: none"> <li>1. Approved application for maternity leave</li> <li>2. Approved Form 6</li> <li>3. Medical Certificate</li> <li>4. Division/District/School clearance</li> <li>5. Approved application for return to duty</li> <li>6. Report of 1st day of service</li> <li>7. Medical Certificate (physically fit)</li> <li>8. Birth Certificate</li> </ol>	<p><b>SICK LEAVE WITHOUT PAY (SLWOP)</b></p> <ol style="list-style-type: none"> <li>1. Approved application for leave</li> <li>2. Approved Form 6</li> <li>3. Medical Certificate</li> <li>4. Division/District/School clearance</li> <li>5. Approved application for return to duty</li> <li>6. Report of 1st day of service</li> <li>7. Medical Certificate (fit to work)</li> </ol>	<p><b>PERSONAL LEAVE WITHOUT PAY (PLWOP)</b></p> <ol style="list-style-type: none"> <li>1. Approved application for leave</li> <li>2. Approved Form 6</li> <li>3. Division/District/School clearance</li> <li>4. Approved application for return to duty</li> <li>5. Report of 1st day of service</li> </ol>
<p><b>Requirements for Clothing allowance, Midyear bonus, WTDIB, Medical exam. Expenses, Cash allowance, Year-End bonus, Cash gift &amp; PEI will be provided by division office.</b></p>		





Republic of the Philippines  
**Department of Education**  
 Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**RECORDS SECTION - REQUEST FORM**

First Name:		Position:	
Middle Name:		School:	
Last Name:		District:	
Suffix:		Employee #:	
Email add.:		Contact #:	

**PARTICULAR/S (Please check below)**

**FOR ONLINE TRANSACTIONS:**

- Service Record – Newly Hired
- Service Record – With existing record
- Step Increment
- Certification for MTMAS, Private Lending Institution
- NOSA due to Promotion
- First day of assumption due to Step Increment
- Certificate of Employment (COE)
- Certification for Pag-ibig (one and the same person)
- Certification for GSIS (those who claim for compensation due to leave without pay)

- Certification of No unauthorized leave of absence w/ or w/o pay for **STEP**
- Certification of No unauthorized leave of absence w/ or w/o pay for **PROMOTION**

**FOR DROP BOX:**

- Application for Retirement
- Application for Terminal Leave Benefit Claim
- Request for Certification of Last Payment (CLP)
- Others: \_\_\_\_\_

**NOTE:** For clarifications and queries refer to <https://www.facebook.com/Records.Deped.Bohol> or Search **Records Section-Deped BOHOL**. See next page for the LIST OF REQUIREMENTS.

Requested by: \_\_\_\_\_

Signature Over Printed Name

Date: \_\_\_\_\_



50 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol  
 (038) 412-4938; (038) 411-2544 (038) 501-7550  
 email add: [deped.bohol@deped.gov.ph](mailto:deped.bohol@deped.gov.ph)



# RECORDS SECTION

# LIST OF REQUIREMENTS

1. FOR SERVICE RECORD-Newly Hired.
  - i. Approved Appointment (provided by the D.O.)
  - ii. Service Record from previous government agency, if employed.
  - iii. Membership Service Profile (MSP) print out from GSIS, if previously employed in government.
  - iv. Report on First Day of Service-attested by school principal.
  - v. PDS (1<sup>st</sup> page only)
  - vi. Cert. of Last Payment (CLP)
  - vii. Special Order/Transfer Order
2. FOR SERVICE RECORD-With Existing Record.
  - i. Latest Payslip
  - ii. State the purpose
3. Processing of STEP INCREMENT.
  - i. Latest Payslip
  - ii. Latest Appointment (provided by the D.O.)
  - iii. Plantilla (provided by the D.O.)
4. Certification for MTMAS, Private Lending Institution.
  - i. If retired: CLP
  - ii. If still active in service: Latest Payslip
5. NOSA due to Promotion.
  - i. Appointment (provided by the D.O.)
  - ii. Latest Payslip
6. First day of assumption due to Step Increment.
  - i. Approved NOSI
7. Certificate of Employment (COE)
  - i. Payslip
  - ii. State the purpose
8. Certification for Pag-ibig (one and the same person)
  - i. Note from Pag-IBIG
  - ii. Payslip
9. Certification for GSIS (those who claim for compensation due to leave without pay)
  - i. Approved Leave
10. Certification of No unauthorized leave of absence w/ or w/o pay for STEP
  - i. Approved NOSI
11. Certification of No unauthorized leave of absence w/ or w/o pay for PROMOTION
  - i. Approved appointment (provided by the D.O.)
12. Requirements for Application for Retirement.
  - i. Letter of Intent-3 original copies
  - ii. Request for CLP or Certification of Last Payment with attachment-Form 48, Latest Payslip, Service Record, Approved Leave Forms, Division Clearance, Summary of Absences.
  - iii. Application Form for Retirement/Separation/Life Insurance Benefits —(3 original copies)
  - iv. Certification of No Unauthorized Leave of Absence with or without pay. (to be signed by the PSDS and noted by the SDS) – 2 Original Copies.
  - v. Policy Contract – Original Copy & 2 photocopies. If Policy Contract is already matured and surrendered to GSIS no need to ATTACH.
  - vi. Tentative Computation of your Retirement from GSIS – 1 photocopy.
  - vii. Service Record (provided by the D.O.)
  - viii. PSA Birth Certificate – 1 Photocopy.
  - ix. Latest Payslip – 1 Photocopy.
  - x. Latest Appointment – 1 Photocopy.
  - xi. School & District Clearance that he/she is cleared of all money and property accountabilities – 1 orig. copy.
  - xii. School & District Clearance that he/she has no administrative/criminal case against him/her – 1 orig. copy.
  - xiii. BPSTEMPC (Teacher's Coop) – 1 original copy.
  - xiv. BPSTEAC Clearance – 1 original copy.
  - xv. Girl Scouts of the Philippines (GSP) Clearance – 1 original copy.
  - xvi. Boy Scouts of the Philippines (GSP) Clearance – 1 original copy.
  - xvii. 1x1 size picture – 1 piece.
  - xviii. Declaration of Pendency/Non-Pendency of Case – 2 original copies (to be notarized after the GSIS Personnel call you up).
13. Requirements for Application for Terminal Leave Benefit Claim.
  - i. Photocopies of DBP Account Passbook (6 photocopies) or ATM. (Administrators, Teachers & Non-Teaching Personnel)
  - ii. Certification of Balance of Leave Credits (6 Original Copies).
    - a. If Administrator and Non-Teaching Personnel, to be signed by Sir Fermin M. Albutra and SDS.
    - b. If Teacher, to be signed by PSDS and approved by SDS.
  - iii. Service Record. Stating the one grade higher salary R.A. # 4670 (6 copies). (Administrators, Teachers & Non-Teaching Personnel)
  - iv. Summary of Service Credits Earned (Prepared by Clerk and Noted by the PSDS) – 6 original copies. (Teachers Only)
  - v. Court Clearance (1 original copy and 5 photocopies). (Administrators, Teachers & Non-Teaching Personnel)
  - vi. Affidavit of Applicant that he/she has no Pending Criminal / Administrative Case (RA#3019) – (3 Original copies & 3 photocopies). (Administrators, Teachers & Non-Teaching Personnel)
  - vii. Statement of Assets and Liabilities (SALN), LATEST – 1 Original copy & 5 photocopies. (Administrators, Teachers & Non-Teaching Personnel)
  - viii. Latest Appointment – 6 photocopies. (Administrators, Teachers & Non-Teaching Personnel)
  - ix. GSIS Approval / Clearance – 6 photocopies. (Administrators, Teachers & Non-Teaching Personnel)
  - x. GSIS Retirement Benefit Voucher – 6 photocopies. (Administrators, Teachers & Non-Teaching Personnel)
  - xi. Certification of Last Payment (CLP) – 6 photocopies. (Administrators, Teachers & Non-Teaching Personnel)
  - xii. Letter of Intent. (Administrators, Teachers & Non-Teaching Personnel)
  - xiii. Current Item Number ( c/o Personnel Section ). (Administrators, Teachers & Non-Teaching Personnel)
14. Requirements for Request for Certification of Last Payment (CLP).
  - i. Indorsement from SDS.
  - ii. Resignation Letter (if the cause of separation from DepEd is resignation).
  - iii. Accommodation Letter (if the cause of separation from DepEd is to transfer to another region, division or agency).
  - iv. Death Certificate (if the cause of separation from DepEd is death of employee.
  - v. Form 48 for the last 2 months and/or Approved Form 6 if on leave prior to effectivity of retirement.
  - vi. Summary of Absences – 2 copies. For the current school year prepared by the District/School Principal (for computation of PVP).
  - vii. Updated Service Record. Signed by the Administrative Officer and will indicate last day of service, specific date of retirement and mode of retirement.
  - viii. Provident Loan Clearance (must be signed by the Division Accountant).
  - ix. Division Clearance.
    - x. BIR Form 2305 (if still with additional dependent/s reflected at the payroll at the time of CLP issuance – for computation of tax refund).
    - xi. Photocopy of last payroll/payslip.

**Note:** Those who plan to retire, kindly submit in advance 3 months prior to the specific date of retirement to wit,

1. Membership Service Profile (MSP) from GSIS – 1 photocopy
2. All your Appointments – 1 photocopy each
3. Latest/Last Issued Payslip – 1 photocopy
4. PSA Birth Certificate – 1 photocopy
5. Letter of Intend to Retire



**Republic of the Philippines**  
**Department of Education**  
**Region VII – CENTRAL VISAYAS**  
**SCHOOLS DIVISION OF BOHOL**

**SGOD UNIT- REQUEST FORM**

First Name:		Position:	
Middle Name:		School:	
Last Name:		District:	
Suffix:	Employee	Contact	
Email Add:			

**PARTICULAR/S** (Please check below)

**FOR DROP BOX:**

- APPLICATION FOR GOVERNMENT TEMPORARY PERMIT (GTP) OF PRIVATE SCHOOLS
- APPLICATION FOR GOVERNMENT RENEWAL PERMIT (GRP) OF PRIVATE SCHOOLS
- APPLICATION FOR GOVERNMENT RECOGNITION CERTIFICATE (GRC) OF PRIVATE SCHOOLS
- APPLICATION FOR REISSUANCE OF GOVERNMENT RECOGNITION CERTIFICATE (RGRC) OF PRIVATE SCHOOLS FOR 50-YEARS IN OPERATION
- APPLICATION FOR REISSUANCE OF GOVERNMENT RECOGNITION CERTIFICATE (RGRC) OF PRIVATE SCHOOLS FOR CHANGE OF LOCATION
- APPLICATION FOR REISSUANCE OF GOVERNMENT RECOGNITION CERTIFICATE (RGRC) OF PRIVATE SCHOOLS FOR LOST CERTIFICATE
- APPLICATION FOR REISSUANCE OF GOVERNMENT RECOGNITION CERTIFICATE (RGRC) OF PRIVATE SCHOOLS FOR CHANGE OF SCHOOL NAME
- APPLICATION FOR REQUEST OF SPECIAL ORDER
- APPLICATION FOR CONFIRMATION OF TUITION FEE AND OTHER SCHOOL FEES (CTOSF) INCREASE
- APPLICATION FOR CONFIRMATION OF TUITION FEE AND OTHER SCHOOL FEES (CTOSF) NO INCREASE
- APPLICATION FOR SENIOR HIGH SCHOOL PROGRAMS
- APPLICATION FOR ESTABLISHMENT AND CONVERSION OF SCHOOLS
- REQUEST FOR PERMIT TO CONDUCT STUDY (RESEARCH)
- APPLICATION FOR SERVICE CREDITS ( SGOD related programs and activities ex. Brigada Eskwela, LIS-EBIES and others)
- APPROVAL FOR SCHOOL & DISTRICT TRAINING DESIGNS
- APPROVAL FOR SCHOOL IMPROVEMENT PLAN (SIP)
- OTHERS: \_\_\_\_\_

**NOTE: For clarification and queries refer to <https://www.facebook.com/Records.Deped.Bohol> or Search Records Section-Deped BOHOL.**

Requested by:

\_\_\_\_\_  
Signature Over Printed Name

Date : \_\_\_\_\_



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 Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550  
 Telefax: (038) 501-7550 email add: [deped.bohol@deped.gov.ph](mailto:deped.bohol@deped.gov.ph)

