



Republic of the Philippines
Department of Education
 Region VI - Western Visayas
SCHOOLS DIVISION OFFICE OF CAPIZ

Request for Basic Education Data (Internal Stakeholder)

Information generated from the Basic Education Information System Modules including education statistics, sector performance indicators and profile of public and private schools, learning centers and other education service providers.

Office or Division:	Planning Unit			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Internal Stakeholder			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request addressed to SDS (1 original copy)			Client	
2. Request Form (1 original copy)			Planning Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit the Requisition slip/Request letter (if School-based personnel)	1. Receive requisition slip/request letter and evaluate the nature of request	None	5 minutes	Planning Officer/Staff
	2. Process the request	None	2 days	Planning Officer/Staff
2. Receive the Necessary documents	3. Release the documents to the end user	None	3 minutes	Planning Officer/Staff
TOTAL:		None	2 days, 8 minutes	