



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

Request for Basic Education Data (External Stakeholder)

Includes official certifications on enrolment, district data on Master list of schools, school heads and contact numbers, inventory of teachers and performance indicators. Data requests from school districts, public and private schools must be officially communicated requests.

Office or Division:		Planning and Research		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		External Stakeholder		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. Letter request address to SDS (1 Original Copy, 1 Photocopy)				Client
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter request to the Records Office	1. Receive the letter request from the client and forward it to the OSDS	None	5 minutes	Records Section Staff
	1.1. Refer letter request to Chief, SGOD	None	15 minutes	SDS
	1.2. Refer the Letter request to Planning Officer	None	5 minutes	Chief, SGOD
	1.3. Make the necessary action undertaken to the said letter request	None	1 hour	Planning Officer
	1.4. Prepare the transmittal letter and attachments to be signed by SDS	None	5 minutes	Planning Officer
2. Receive the necessary documents	2. Release the documents to the End User	None	2 minutes	Records Officer
TOTAL:		None	1 hour, 32 minutes	