



**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.

<b>Office or Division:</b>		Planning and Research		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizen		
<b>Who may avail:</b>		External Stakeholder		
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
1. Letter request address to SDS (1 Original Copy, 1 Photocopy)				Client
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
<b>TOTAL:</b>		<b>None</b>	<b>1 hour, 32 minutes</b>	