



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

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**DIVISION ADVISORY No. 018, s. 2022**

January 17, 2022

**DEPED CITIZEN/CLIENT SATISFACTION SURVEY (CCSS) RESULTS OF FY 2021 FOR THE GRANT OF PBB FOR FY 2021 AND A REQUIREMENT OF THE ANTI-RED TAPE AUTHORITY RELATIVE TO CITIZEN'S CHARTER**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools

1. Attached is **Regional Memorandum No. 021 s. 2022** entitled “**DepEd Citizen/Client Satisfaction Survey (CCSS) Results of FY 2021 for the Grant of PBB for FY 2021 and a Requirement of the Anti-Red Tape Authority Relative to Citizen’s Charter.** All Concerned Units should comply with the required data.
2. Immediate dissemination of this Advisory is desired.

  
**SALVADOR O. OCHAVO JR., EdD, CESO V**  
Schools Division Superintendent

JAN 17 2022



Address: Banica, Roxas City  
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Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

JAN 11 2022

**REGIONAL MEMORANDUM**

No. 021 s. 2022

**DEPED CITIZEN/CLIENT SATISFACTION SURVEY (CCSS) RESULTS OF FISCAL YEAR 2021 FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FY 2021 AND A REQUIREMENT OF THE ANTI-RED TAPE AUTHORITY (ARTA) RELATIVE TO CITIZEN'S CHARTER**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is a Memorandum dated January 3, 2022 from **Atty. Nepomuceno A. Malaluan**, Chief of Staff, Office of the Secretary, Department of Education on **DepEd Citizen/Client Satisfaction Survey (CCSS) Results of Fiscal Year 2021 for the Grant of Performance-Based Bonus (PBB) for FY 2021 and a Requirement of the Anti-Red Tape Authority (ARTA) relative to Citizen's Charter**. Attention is invited to the deadline set by the Central Office.
2. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO IV**  
Regional Director

Encl.: As stated

Reference/s:

Unnumbered Memorandum dated January 03, 2022  
RA 11032 (Ease of Doing Business)  
AO 25 IATF MC No. 2020-1  
AO 25 IATF MC No. 2020-2

To be indicated in the Perpetual Index  
under the following subjects:

GRANT      PERFORMANCE



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Document Name	Document No.	Date Created	Revision Number
Memorandum	DepED RO6-ADM-	January 11, 2022	NEW



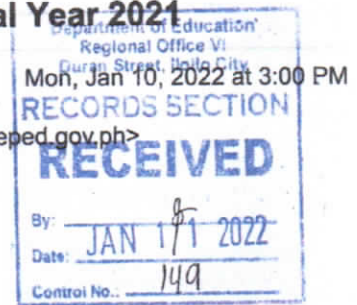


## DepEd Citizen/Client Satisfaction Survey (CCSS) Results of Fiscal Year 2021

DepEd Public Assistance Action Center <action@deped.gov.ph>

To: DepEd Region VI <region6@deped.gov.ph>

Cc: region6.pau@deped.gov.ph, bhrod.od@deped.gov.ph, "pas.od@deped.gov.ph" <pas.od@deped.gov.ph>



FOR: RD RAMIR B. UYTICO  
Region VI

Good day!

This year, the Department of Education-Public Affairs Service (DepEd-PAS), in coordination with the Bureau of Human Resources and Organizational Development (BHROD), is initiating the conduct of Citizen/Client Satisfaction Survey (CCSS) to all DepEd Regional and Division offices including public schools nationwide to gauge the level of our service to the general public in 2021.

In line with this, DepEd offices are requested to provide the needed information in crafting the CCSS results. Kindly refer to the attached memorandum for more information.

Please acknowledge receipt of this email. Thank you!

Sincerely,

Beverly G. Berame  
OIC Chief, Communications Division  
Public Affairs Service

Department of Education

Office of the Secretary

**Public Assistance Action Center**

Unit M-106-A, G/F, Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City 1600 Philippines

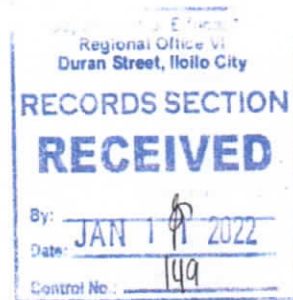
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Memo\_CCSS Results 2021.pdf  
169K

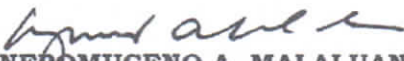


Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY



**MEMORANDUM**

TO : **Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
School Divisions Superintendents  
Schools Heads  
All Others Concerned**

FROM :   
**ATTY. NEPOMUCENO A. MALALUAN**  
Chief of Staff

SUBJECT : **DepEd Citizen/Client Satisfaction Survey (CCSS)  
Results of Fiscal Year 2021 for the Grant of  
Performance-Based Bonus (PBB) for FY 2021 and a  
Requirement of the Anti-Red Tape Authority (ARTA)  
Relative to Citizen's Charter**

DATE : 3 January 2022

To ensure continuous improvements towards seamless delivery of government services, all agencies are required to submit a report on the results of their Citizen/Client Satisfaction Survey (CCSS) for every fiscal year. Such requirements is based on **Republic Act (RA) No. 11032** or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018* and **Memorandum Circular (MC) No. 2019 - 002 of the Anti-Red Tape Authority (ARTA)** dated August 13, 2019, entitled *Guidelines on the Implementation of the Citizen's Charter in Compliance with Republic Act 11032*. In addition, streamlining of activities and the establishment of a harmonized Citizen/Client Satisfaction Survey in an **eligibility criterion for the grant of the Performance-Based Bonus (PBB)** as specified in **MC No. 2020 - 1 Issued by the Inter-Agency task Force (AO25 IATF)** on the Harmonization of the National Government Performance Monitoring, Information and Reporting System.

In this regard, the Public Affairs Service through the Communications Division-Public Assistance Action Center (PAS-CD-PAAC) is requesting concerned DepEd offices from the Central, Regions, Schools Divisions, and Schools to provide the needed information in crafting the CCSS results of DepEd by answering the

Google Form provided. In order for the respondents or concerned offices to accomplish the designated Google Form, below are the needed data and information regarding the Citizen/Client Satisfaction Survey:

**A. Total number of client visits for FY 2021**

Report the total number of client/customer(s) visits (including returns) the client underwent in completing the entire service.

**B. Total volume of transactions for FY 2021**

Report the overall volume of completed transactions of declared services delivered by the agency within FY 2021

**C. Number of survey respondents**

Report the number of clients who availed the service that are able to accomplish the survey form and are considered in the computation of the average satisfaction rating for FY 2021.

**D. Citizen/client satisfaction rating - received per service quality dimension for FY 2021**

Indicate the computed client satisfaction rating received for FY 2021. Below are the required service quality dimensions as stated in the MC 2021-1, as well as in the previously released DM-PHROD-2021-0165:

- Responsiveness
- Reliability
- Access & Facility
- Communication
- Costs
- Integrity
- Assurance
- Outcome

The average satisfaction rating should only be within the score rating of 1 to 5 since it was instructed in the DM-PHROD-2021-0165 with the subject of Implementation of the Standardized Citizen/Client Satisfaction Survey (CCSS) Form in the Department of Education issued last March 2021, that all concerned offices shall use a 5-point Likert scale in measuring the satisfaction rating of their clients.

**E. Major or most common identified feedback/concern from clients**

Report the summary of the feedback received by identifying the most frequent feedback or concerns received or the major concerns received for FY 2021.

***Note: For the Central Office, only the total number of client visits and total volume of transactions will be asked since PAAC has access to the other required information.***

As instructed in the MC No. 2020-1 of the LACF, to properly gauge the effectiveness and overall quality of service delivery of the Department, each service declared in the Citizen's Charter of the agency shall collect client feedback and satisfaction results. To further guide the concerned offices in accomplishing the Google Form, attached in this Memorandum is the List of Services included in the DepEd Citizen's Charter 2020 (Annex A).

For efficient consolidation of reports, below are the Google Form links assigned to each governance level:

Office	Units	Link
Central Offices	=	<a href="https://bit.ly/DepEdCCSS20210">https://bit.ly/DepEdCCSS20210</a>
Regional Office	- Personnel Unit - Records Unit - Cash Unit	<a href="https://bit.ly/CCSS2021RO_A">https://bit.ly/CCSS2021RO_A</a>
	- Curriculum and Learning Management Division (CLMD) - Accounting Section - Budget Section - Human Resource Development Division (HRDD)	<a href="https://bit.ly/CCSS2021RO_B">https://bit.ly/CCSS2021RO_B</a>
	- Legal Unit - Public Affairs Unit - Policy, Planning, and Research Division (PPRD) - Quality Assurance Division (QAD) - National Educators Academy of the Philippines – Regional Office	<a href="https://bit.ly/CCSS2021RO_C">https://bit.ly/CCSS2021RO_C</a>
Schools Division Office	- Personnel Unit - Records Unit - Cash Unit	<a href="https://bit.ly/CCSS2021SDO_A">https://bit.ly/CCSS2021SDO_A</a>
	- Budget Unit - Information and Communications - Technology Unit - Legal Unit - Property and Supply	<a href="https://bit.ly/CCSS2021SDO_B">https://bit.ly/CCSS2021SDO_B</a>
	- Curriculum Implementation Division (CID) - School Governance and Operation Division (SGOD) - Planning and Research Section	<a href="https://bit.ly/CCSS2021SDO_C">https://bit.ly/CCSS2021SDO_C</a>
School	=	<a href="https://bit.ly/CCSS2021Schools">https://bit.ly/CCSS2021Schools</a>

Deadline of accomplishing the Google Forms and report submission is **on or before January 15, 2021**. Only information provided in the designated Google Forms will be considered in crafting DepEd's Citizens/Client Satisfaction Report for FY 2021.

For concerns/clarifications, please coordinate with Mr. Luke Sismaet or Ariane Llegado of the PAAC through numbers: (02) 8636-1663; 8633-1942 or email us at [depedactioncenter@deped.gov.ph](mailto:depedactioncenter@deped.gov.ph).

For immediate compliance