**SAMPLE:**

**SERVICE OR PROCESS: Planning and Research**

**Classification: Core**

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| **Key Action** | **Step/s** | **Interface Document/Record needed** | **Responsible** | **When Needed or required/to perform** |
| 1. Research call
 | Prepare a division memorandum | * RMG Guidelines
* Division Memorandum
 | SEPS/Chief SGOD/ASDS/SDS | Every semester |
| 1. Collection of research outputs
 | Coordinate with respective Research Coordinators of schools | * Action research with annexes needed (Form 1, 2, and 3) for the initial output
 | SEPS | Depending on the indicated deadline on the memo |
| 1. Initial Review /Technical Assistance to Proponent Teacher/

Staff | Determine submitted AR’s using rubric and other guidelinesIf with comments, return to concerned teacher/staffIf without comments, inform concerned for next issuance of memorandum for final output | * Submitted AR’’s
* Rubric
* Summary of Comments by Committee
 | SEPS and teacher/staffDivision Research Committee | Depending on the indicated deadline on the memo |
| 1. Re-submission of AR’s integrating comments by SEPS
 | Review of content requirements as per initial technical comments | * 1st draft and 2nd draft of AR
 | SEPS | Depending on the indicated deadline on the memo |
| 1. Call for Division Research Presentation and Evaluation on submitted and evaluated AR’s
 | Issue Division Memorandum | * Re-submitted AR’s integrating comments of SEPS
 | Division Research Committee | Depending on the indicated deadline/schedule on the memo |
| 1. Issuance of Certificate of Presentation
 | Validate data and information of revised AR Issue Certificate of Presentation | Revised ARCertificate of Presentation | DRC | Depending on the indicated deadline on the memo |
| 1. Re-submission of final output
 | Perform final review of content requirements as per comments of panel | Final revised output of AR | DRC | Depending on the indicated deadline on the memo |
| 1. Endorsement to Region for possible BERF approval and funding
 | Prepare list of research proponent and their AR | Final revised output of AR | DRC | Depending on the indicated deadline on the memo |

**SERVICE OR PROCESS: LIBRARY SERVICE**

**Classification: Core Function**

**Objectives: 100% of clients have given VS on library service**

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| **Key Action** | **Step/s** | **Interface Document/Record needed** | **Responsible** | **When Needed or required/to perform** |
| REGISTRATION OF LIBRARY USER/CLIENTS | SECURE THE REGISTRATION THRU A LOG BOOK | LOG BOOK | LIBRARIAN | AS NEEDED |
| TECHNICAL ASSISTANCE TO CLIENT/S | INQUIRE THE DATA INFORMATION ABOUT THE CLIENT | CHECKLIST OF INFORMATION | LIBRARIAN | AS NEEDED |
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**SERVICE OR PROCESS: APP**

**Classification: Core Function**

**Objectives: 100% complete, timely, accurate, efficient and effective preparation of Annual Procurement Plan**

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| **Key Action** | **Step/s** | **Interface Document/Record needed** | **Responsible** | **When Needed or required/to perform** |
| Distribution of PPMP | Send out PPMP to different units | PPMP/APP | Supply Officer, Property Custodian | Every November |
| Submission of accomplished form | Concerned units submits to supply office | Accomplished PPMP/APP | Supply Officer, concerned personnel | One week after |
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**SERVICE OR PROCESS: DENTAL SERVICES**

**Classification: Core Function**

**Objectives: 100% effective and complete dental service to learners, teaching and non-teaching personnel**

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| **Key Action** | **Step/s** | **Interface Document/Record needed** | **Responsible** | **When Needed or required/to perform** |
| Planning of dental service to perform | Determine dental list of learners, teaching and non-teaching staff to undergo DS | List of learners teaching and non-teaching personnel | Dental Services Unit | Every semester |
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**SERVICE OR PROCESS: MEDICA SERVICES (APE)**

**Classification: Core Function**

**Objectives: 100% effective, complete, accurate and efficient medical services to learners, teaching and non-teaching personnel**

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| **Key Action** | **Step/s** | **Interface Document/Record needed** | **Responsible** | **When Needed or required/to perform** |
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