



**C. Schools Governance and Operations Division - Planning and Research Section**

**1. 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.

| <b>Office or Division:</b>                                      | Planning Unit  |                 |                                    |                         |
|---|--|-----------------|------------------------------------|-------------------------|
| <b>Classification:</b>  | Simple   |                 |                                    |                         |
| <b>Type of Transaction:</b>                                     | Government to Government (G2G)                                       |                 |                                    |                         |
| <b>Who may avail:</b>   | Internal Stakeholder   |                 |                                    |                         |
| CHECKLIST OF REQUIREMENTS                                       |  | WHERE TO SECURE |                                    |                         |
| 1. Letter request addressed to SDS (1 original copy)            |  | Client          |                                    |                         |
| 2. Request Form (1 original copy)                               |  | Front Desk      |                                    |                         |
| CLIENT STEPS  | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME                    | PERSON RESPONSIBLE      |
| 1. Submit Letter Request and Filled-up form to the Records Unit | 1.1. Receive letter request from the client and forward to the OSDS  | None            | 10 minutes                         | Records Unit Staff/ ADA |
|   | 1.2. Refer letter request to Chief, SGOD                             | None            | 5 minutes                          | SDS                     |
|   | 1.3. Refer letter request to Planning Officer                        | None            | 5 minutes                          | Chief, SGOD             |
|   | 1.4. Make the necessary action undertaken to the said letter request | None            | 2 days                             | Planning Officer        |
|   | 1.5. Prepare the transmittal letter to be signed by SDS              | None            | 15 minutes                         | Planning Officer        |
| 2. Receive the necessary documents                              | 2.1 Release of the documents to the end user                         | None            | 2 minutes                          | Records Unit Staff/ ADA |
| <b>TOTAL:</b>   |  | <b>None</b>     | <b>2 days, 4 hours, 32 minutes</b> |                         |



## 2. Request for Data for EBEIS/LIS/NAT and Performance Indicators

This service is intended for the processing of requests of data for EBEIS, LIS, NAT, and Performance Indicators.

|                                  |  |  |                        |                            |
|----------------------------------|--|--|------------------------|----------------------------|
| <b>Office or Division:</b>       |  | SGOD – Planning Unit   |                        |                            |
| <b>Classification:</b>           |  | Simple   |                        |                            |
| <b>Type of Transaction:</b>      |  | Government to Government (G2G)                               |                        |                            |
| <b>Who may avail:</b>            |  | All  |                        |                            |
| <b>CHECKLIST OF REQUIREMENTS</b> |  | <b>WHERE TO SECURE</b>                                       |                        |                            |
| 1. Letter request (original)     |  | Station assignment (to be secured by the concerned employee) |                        |                            |
| <b>CLIENT STEPS</b>              | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b>                                       | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Submit the necessary document | 1.1 Receives letter request & to be forwarded to the SDS for referral of proper service provider | None   | 5 minutes              | Planning and Research Unit |
|                                  | 1.2 Approval of letter request & referred to the Planning Unit                                   | None   | 15 minutes             |                            |
|                                  | 1.3 For Action & Provide Data Information needed by Clients                                      | None   | 30 minutes             |                            |
| <b>TOTAL</b>                     |  | <b>None</b>  | <b>50 minutes</b>      |                            |