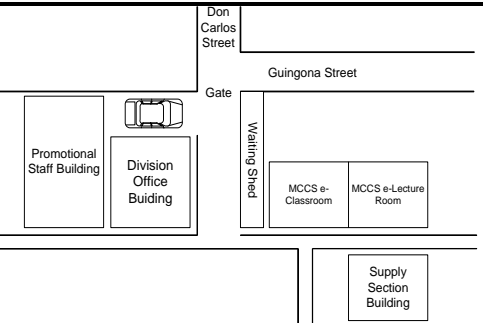
	Request for Data and Information		
	Department	Department of Education	
	Division	Division of Malaybalay City	
	Department Head	Edilberto L. Oplenaria	
	Contact No's	(088) 813-2894 / 221-4597	
SERVICE DESCRIPTION			Location: Corner Don Carlos-Guingona Streets, Barangay 3, Malaybalay City
Provision of data/information concerning school profile and performance indicators for use of promotion, programs, accreditation purposes and research.			

CLIENT GROUP	School Heads, Teaching & Non-teaching Personnel, Students Researchers, and Offices / Agencies in the Government
SERVICE SCHEDULE	Monday – Friday 8:00AM – 12:00 NN to 1:00PM – 5:00PM
TOTAL PROCESSING TIME	60 minutes
TOTAL FEES	none
REQUIREMENTS	Letter request already approved by the Schools Division Superintendent (SDS) or Designated Officer-in-Charge in case of Official travel

PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person In-Charge	Fees	Form
1	Submits letter request to the SDS for approval	Receives and records the letter request already approved by the SDS or Designated Officer-in-Charge in case of official travel and forwards to the Planning Officer II for appropriate action	5 mins.	Planning Staff / Administrative Aides	None	None
2		Assigns staff to prepare the required data and information	5 mins.	Planning Officer II	None	None
3		Prepares the required data and information and written reply to the requesting party	30 hour	Planning Staff / Administrative Aides Planning Officer II	None	None
4		Forwards the report containing the requested data and information to the SDS or Designated Officer-in-Charge for review and signature	10mins.	Schools Division Superintendents or Designated Officer-in-Charge in case of official travel	None	None
5		Returns the signed report to the Planning and Information Unit for release	5 mins.	SDS Staff / Administrative Aides	None	None
6		Receives and records the approved report and then forward to the Releasing Staff for release to the requesting party	5 mins.	Planning Staff / Administrative Aides	None	None

(Pursuant to the provisions of the Anti-Red Tape Act of 2007, also known as the Republic Act No. 9485)