



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

PLANNING & RESEARCH SECTION

REQUEST FOR BASIC EDUCATION DATA

Service Description: Provision of basic education data to clients and stakeholders that will be used for projects, activities, and programs relative to educational endeavors in the division.\

Office or Division:	SGOD- Planning and Research Section DepEd Division of Malaybalay City			
Classification:	Simple and/or Complicated			
Type of Transaction:	Government to Government Government to Private			
Who may avail:	Education Stakeholders/External Partners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent Address to the Schools Division Superintendent: Indicates the request and the purpose of the letter Include the following information like Address, Contact Information, Email Address				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submit letter request to the Division receiving section or thru email	Receiving Section forwarded the request to the SDS' office	None	5 mins	Receiving Section
2. Client provides basic information in the request submitted like contact number and other details for faster virtual or online transaction	Office of the SDS to comment for appropriate action	None	15 minutes	SDS Office



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Website: depedmalaybalay.net
 Email Address: malaybalay.city@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

	FOR SIMPLE REQUEST- Receives and Process Data According to the type, format, and usage	None	15 minutes	Planning Officer
	FOR COMPLICATED REQUEST- Receives and Process Data According to the type, format,and usage needing data from other agencies, partners, or higher offices for consolidation	None	3 to 5 days	Planning Officer Planning Staff Office concerned
TOTAL:		none	35 minutes (simple request) 3-5 days (Complicated Request)	



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Website: depedmalaybalay.net
 Email Address: malaybalay.city@deped.gov.ph