



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 4, 2021

DIVISION MEMORANDUM

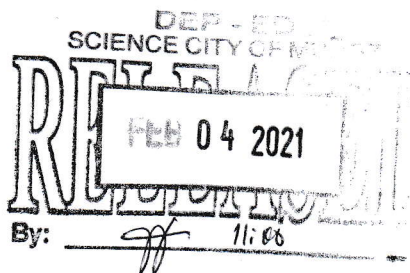
No. 47 s. 2021

ONLINE DOCUMENT REQUEST PILOT TESTING

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
SDO Unit Heads
School Head of Munoz National High School – Annex
School Head of Munoz Central School

1. In line with the ultimate goal of the Schools Division Office of Science City of Munoz to effectively deliver services to its clientele and engage in total transformation to raise its level of services through Information and Communications Technology (ICT), the pilot testing on the Online Document Request shall be conducted on February 5 - 12, 2021 prior to the division – wide implementation.
2. The pilot testing shall be participated by the teachers and personnel of Munoz National High School Annex and Munoz Central School.
3. The Online Document Request Procedure is hereto attached as Enclosure No. 1 for reference purposes.
4. Please be guided accordingly.

DANTE G. PARUNGAO, CESO VI
OIC - Schools Division Superintendent



Online Document Request Procedure

REQUESTOR (School Personnel / Teachers)

1. Access the Online Document Request by typing <https://tinyurl.com/SCMOnlineDocRequestForm> in the address bar of your browser then click "Enter"
2. Enter the following details:
 - Valid e-mail address
 - Full name
 - Employee Number
 - Birth date
 - Name of School (choose from the Drop-Down List)
 - SDO Unit where document is requested
 - choose from the Drop-Down List:
 - Administrative Unit
 - Accounting Unit
 - Cash Unit
 - School Health and Nutrition Unit
 - Click "Next"
 - Type of document
 - State the type of documents
 - Click "Next"
 - Select the Preferred Method on how to secure the document:
 - Pick-up (if the document requires the original signature of the signatory, Pick-up or via email if e-signature is accepted on the document requested)

Administrative Unit

- Certificate of employment – Pick up only
- Certificate of Discrepancy – Pick up only
- Change of Name – Pick up only
- Cert. of First day of Service – Pick up or via email
- Service Record – Pick up or via email
- Cert. Service Credit / Leave Credit – Pick up or email
- Certificate of Last Salary Received – Pick up only
- Certificate of No Pending Case – Pick up only

Accounting Unit

- Certificate of PhilHealth Contribution – Pick up only
- Certificate of Provident Loan Balances – Pick up only

Cash Unit

ATM Endorsement – Pick up only

Bonding Form – Pick up only

School Health and Nutrition Unit

Medical Certificate – Pick up or email

Click “Submit”

PROCESSOR (Admin Staff in-charge in the Administrative, Accounting, Cash and School Health and Nutrition Units)

1. Access the spreadsheet via <https://tinyurl.com/SCMOnlineDocRequestSheet>
2. Check the type of document requested by the requestor.
3. Process the document.
4. Forward the document to the authorized signatory for verification and signature.
5. Convert the document in PDF format and send to the requestor’s email if the request to secure the document is thru e-mail. Otherwise, release the document thru the Records Section.
6. The processor of the document shall ensure that the spreadsheet is monitored regularly to check for incoming requests.
7. Online document request either for pick – up or through email shall be available within three working days depending on the type of document requested.