



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

February 22, 2021


**DIVISION MEMORANDUM**

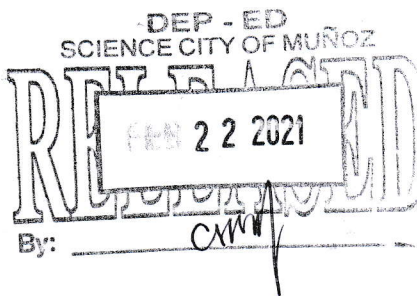
No. JK s. 2021

**IMPLEMENTATION OF THE ONLINE DOCUMENT REQUEST**

To: All SDO Personnel  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary School Teaching and  
Non – Teaching Personnel

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 division wide implementation of the Online Document Request shall be adopted effective February 22, 2021 after the success of its initial testing and retesting in selected elementary school and secondary school.
2. The Online Document Request Procedure is hereto attached as Enclosure No. 1 for reference purposes.
3. Please be guided accordingly.

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



*Loyal, Excellent, Accountable and Dedicated to Service*

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)

DSCM-QMS-QMR-QSF-008 Rev.03 (01.31.20)



Certificate No. 50500731 QM15



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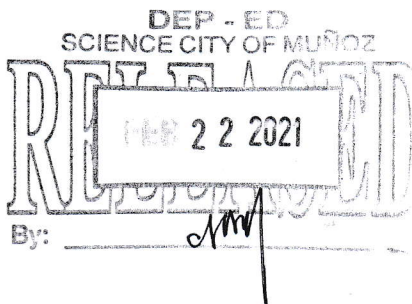
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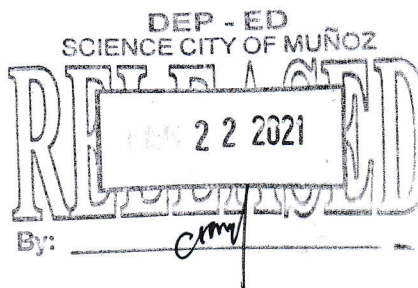
**DIVISION MEMORANDUM**

No. 75 s. 2021

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## 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 (depended email only)

Full name

Employee Number

Birth date

Name of School (choose from the Drop-Down List)

Select SDO Functional Division where document is requested

2.1 Curriculum Implementation Division (for improvement)

2.2 School Governance and Operations Division

Select the Unit where Document is Requested:

(choose from the Drop-Down List)

**School Health and Nutrition Unit** (Click "Next")

Select the type of document

Medical Certificate (Pick up or email)

Enter the Purpose

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)

Click "submit"

2.3 Office of the Schools Division Superintendent

Select the Unit where Document is Requested:

choose from the Drop-Down List:

**Administrative Unit** (Click "Next")

Select the type of Document

- 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

Enter the Purpose

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)

Click "submit"

**Accounting Unit** (click next)

Select the type of Document

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

Enter the Purpose

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)

Click "submit"

**Cash Unit**

Select the type of Document

- ATM Endorsement – Pick up only
- Bonding Form – Pick up only

Enter the Purpose

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)

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 (twice a day – 9 AM and 3 PM) 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.