



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

February 15, 2021

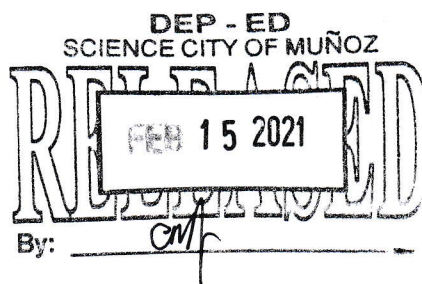
**DIVISION MEMORANDUM**

No. 63 s. 2021

**PILOT RETESTING OF THE ONLINE DOCUMENT REQUEST**

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 retesting on the Online Document Request shall be conducted
2. The initial testing of the Online Documents Request last February 5-12 gained positive feedback from the targeted clientele. Hence, the pilot retesting shall be conducted on February 15-19, 2021 to address issues and suggestions that will arise prior to its division – wide implementation.
3. The pilot retesting shall be participated again by the teachers and personnel of Munoz National High School Annex and Munoz Central School.
4. The updated Online Document Request Procedure is hereto attached as Enclosure No. 1 for reference purposes.
5. Please be guided accordingly.



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



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



Certificate No. 50500731 QM15

## 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.