



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

October 03, 2025

DIVISION MEMORANDUM

No. 492s. 2025

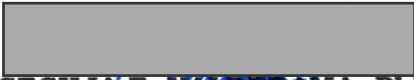
To: Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
HRMPSB Members
Secondary/Elementary Principals/OICs
All Others Concerned

**SUBMISSION OF INVENTORY OF PROCESSES/TRANSACTIONS IN THE
FUNCTIONAL DIVISIONS**

1. In line with the Division's thrust to streamline operations and ensure efficiency in the delivery of services, all functional divisions (CID, SGOD, and OSDS) are directed to submit an updated Inventory/List of Processes/Transactions within their respective units.
2. The inventory shall specifically indicate the following:
 - Name of Process/Transaction
 - Particular Unit/Office handling the process
 - Number of Days to Complete the Process
 - Person in Charge (PIC)
3. To standardize the submission, please accomplish the table format below:

Process/Transaction	Particular Unit/Office	No. of Days to Complete	Person in Charge (PIC)
Example: Request for Certificate of Employment	HR Unit	2 working days	Lloyd Cunanan

4. All three functional divisions are requested to consolidate and submit their accomplished inventory to this Office on or before October 10, 2025
5. For immediate compliance.


CECILIA E. VALDERAMA, PhD ✓
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent