



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

December 9, 2025

DIVISION MEMORANDUM

No. 484, s. 2025

SUBMISSION OF THE CLIENT SATISFACTION MEASUREMENT (CSM) RESULTS FOR FISCAL YEAR (FY) 2025

To: Office of the Assistant Schools Division Superintendent
Office of the CID and SGOD
All Section/Unit Heads
All other concerned

1. In compliance with the directive issued by the DepEd Central Office – Public Affairs Service through **Memorandum PAS-OD-2025-32**, this Office hereby announces the required submission of the **Client Satisfaction Measurement (CSM) Results for Fiscal Year 2025**.
2. To ensure full adherence to the directive, the following responsibilities are hereby assigned to the concerned personnel:
 - a. **Division Public Assistance Coordinator** shall encode all retrieved CSM responses into the designated online portal managed by the Information and Communications Technology (ICT) Unit;
 - b. **Division Information and Communications Technology Unit** shall consolidate and coordinate the CSM Results with all concerned units mandated to submit the same;
 - c. **All concerned units** shall prepare and submit the CSM Results covering the services declared in the Citizen's Charter for Fiscal Year 2025 **on or before December 29, 2025**. Detailed guidelines for the preparation of the CSM report are provided in the attachments; and
 - d. **Division Administrative Officer** shall monitor and ensure the compliance of all concerned units with this directive.
3. Units/Offices required to submit CSM Results for FY 2025 are the following:

Units/Offices	Services
Office of the Schools Division Superintendent	<ol style="list-style-type: none">1. Issuance of Foreign Official Travel Authority2. Issuance of Foreign Personal Travel Authority
Legal Unit	<ol style="list-style-type: none">1. Request for Correction of Entries in School Record



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	<ol style="list-style-type: none"> 2. Issuance of Certificate of No Pending Case
Budget Unit	<ol style="list-style-type: none"> 1. Processing of ORS 2. Posting/Updating of Disbursement
Cashier Unit	<ol style="list-style-type: none"> 1. Handling of Cash Advances
Information and Communication Technology Unit	<ol style="list-style-type: none"> 1. User Account Management for Centrally Managed Systems 2. Troubleshooting of ICT Equipment 3. Uploading of Publications
Personnel Unit	<ol style="list-style-type: none"> 1. Acceptance of Employment Application for Initial Evaluation (Teaching Position) 2. Acceptance of Employment Application for Initial Evaluation (Non-Teaching and Teaching-Related Positions both promotion and entry) 3. Application for ERF (Equivalent Record Form) 4. Application for Leave 5. Application for Retirement 6. Issuance of Certificate of Employment 7. Issuance of Service Record 8. Loan Approval and Verification 9. Processing of Appointment (Original, Reemployment, Reappointment, Promotion and Transfer) 10. Processing of Terminal Leave Benefits 11. Request for Correction of Name and Change of Status
Property and Supply	<ol style="list-style-type: none"> 1. Inspection, Acceptance, and Distribution of Textbooks, Supplies, and Equipment 2. Requisition and Issuance of Supplies 3. Property and Equipment Clearance Signing
Records Unit	<ol style="list-style-type: none"> 1. Issuance of Requested Documents (Non-CTC) 2. Issuance of Requested Documents (CTC and Photocopy of Documents) 3. Certification, Authentication, Verification (CAV) 4. Receiving and Releasing of Communication and other Documents 5. Receiving of Complaints against Non Teaching 6. Personnel Receiving of Complaints against Teaching Personnel (Multi stage Processing)



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Curriculum Implementation Division	<ol style="list-style-type: none"> 1. Accessing Available Learning Resources from LRMDS Portal 2. Borrowing of Learning Materials from Libraries 3. Alternative Learning System (ALS) Enrollment 4. Program Work Flow of Submission of Contextualized Learning Resources 5. Quality Assurance of Supplementary Learning Resource
School Governance and Operations Division- Planning and Research Section	<ol style="list-style-type: none"> 1. Request for Basic Education Data (from external stakeholders) 2. Request for Basic Education Data (Internal Stakeholder) 3. Request for Data for EBEIS/LIS/NAT and Performance Indicators
School Governance and Operations Division- School Management, Monitoring, and Evaluation Section	<ol style="list-style-type: none"> 1. Issuance of Government Permit, Renewal, Recognition of Private Schools 2. Issuance of Special Orders for the Graduation of Private School Learners 3. Application for SHS Additional Track/Strand 4. Application for Summer Permit for Private Schools 5. Application for No Increase in Tuition Fee 6. Application for Increase in Tuition Fee

4. Immediate dissemination of and compliance with this memorandum is desired.


GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent 

DepEd Northern Samar
RELEASED

By: M
Date: DEC 09 2025



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MEMORANDUM

PAS-OD- 2025-32

FOR : **Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Division Chiefs/Office Heads
Regional Directors
Schools Division Superintendents**

ATTN : **Regional Public Assistance Coordinators
Division Public Assistance Coordinators**

FROM : 
CILETTE LIBORO CO
Assistant Secretary
Public Affairs and External Partnerships

SUBJECT : **SUBMISSION OF THE CLIENT SATISFACTION
MEASUREMENT (CSM) RESULTS FOR FISCAL YEAR (FY)
2025**

DATE : November 25, 2025

All offices from the Central Office (CO), Regional Offices (ROs), and Division Offices (DOs) with declared services in the DepEd Citizen's Charter are hereby directed to submit their Citizen's Satisfaction Measurement (CSM) results for Fiscal Year (FY) 2025 to the Public Affairs Service – Public Assistance Action Center (PAS-PAAC) on or before December 29, 2025.

This directive is issued in accordance with the Memorandum Circular (MC) No. 2019-002 titled “Guidelines on the Implementation of the Citizen’s Charter in Compliance with Republic Act (RA) No. 11032,” otherwise known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018,” and Its Implementing Rules and Regulations (IRR),” which mandates all government agencies to conduct and submit their annual CSM results.

It further states that all government agencies are enjoined to carry out the Citizen’s Satisfaction Measurement (CSM) to gather client feedback and assess the quality, efficiency, and effectiveness of declared services in their respective Citizen’s

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Charter, with the goal of strengthening accountability and improving public service delivery.

To ensure that accurate and correct data are submitted to PAS-PAAC for consolidation and processing, all concerned offices should adhere to the following guidelines:

- a. **Only offices with declared services in the DepEd Citizen's Charter are REQUIRED to submit.** Please refer to Annex A on the complete list of offices and services per governance level;
- b. Survey results for both external and internal services shall be gathered;
- c. Survey responses shall be only be extracted from the ARTA-prescribed CSM Form. We will not consider data culled from the old feedback forms e.g., CCSS Form to ensure consistency and avoid any confusion in converting the results;
- d. **Survey responses, both collected online or from hard copies of the ARTA-prescribed CSM Forms, shall be submitted.** Offices can utilize this template to encode client feedback from CSM Form hard copies for easy consolidation with online survey responses: <https://bit.ly/CSMTemplate>. Kindly download the excel file. Note that the template is not required to be submitted to us and shall only be used internally by the office;
- e. Instructions and reminders in preparing and submitting the offices' CSM results are provided in Annex B;
- f. Concerned offices shall submit through the Google Form links provided in Annex C. Please be reminded that we will only accept submissions through the links. Hence, email or hard copy submissions of the data shall not be considered;
- g. Offices shall only submit **one (1) CSM result per declared service**;
- h. Each concerned office is responsible for consolidating and submitting their own CSM results. To ensure that all relevant offices in the ROs and SDOs submit their CSM results, **the Regional Public Assistance Coordinators (RPACs) and Division Public Assistance Coordinators (DPACs) must submit a memorandum (Annex D) signed by their Regional Director (RD) or Schools Division Superintendent (SDS) confirming/attesting**

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that all offices with declared service within their governance level have provided the CSM data. RPACS and DPACS shall submit the said memorandum through this link: <https://bit.ly/2025CSMSSubmission>.

- i. The CO, ROs, and SDOs shall also upload Memorandum (Annex E), signed by their Undersecretary/Assistant Secretary/ Bureau or Service Director. Regional Director, or Schools Division Superintendent to ensure the truthfulness, accuracy, and completeness of the CSM results through the assigned Google Form links in Annex C.
- j. Schools are not required to submit their CSM results for FY 2025.

All offices are reminded to secure both digital and physical copies of the CSM Forms and maintain integrity during the preparation of the CSM Report as section 4.8.2 of ARTA MC No. 2022-05 states that “The ARTA reserves the right to request proof of survey results, including the completed paper surveys and the Excel file of the aggregated data.”

Note that non-compliance to ARTA regulations, as stipulated in RA 11032, may lead to administrative liabilities.

For any clarification or concern, please contact Ms. Angel Kiem R. Atienza , Mr. Kent Ervin P. Dagle or Ms. Eriel A. Gabriel, PAS-PAAC, through the following:

Email address: depedactioncenter@deped.gov.ph
Phone numbers: 8638-8641, 8633-1942
Mobile number: 09959218461

Immediate dissemination of and strict compliance with this issuance is directed.

Enclosures:

Annex A: External and Internal Services to be Reported for the CSM

Annex B: Guidelines in Preparing and Submitting CSM Results

Annex C: Google Form Links

Annex D: CSM Submission Memo Templates for RPACS and DPACS

Annex E: Transmittal Memo Template

MC No. 2019-002

MC No. 2023-05

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A: External and Internal Services to be Reported for the CSM

CSM Results shall be reported for both external and internal services outlined in this annex. The services specified in the DepEd Citizen's Charter represent the most common services at each governance level.

Central Office

Concerned Office/Unit	External Services	Internal Services
Accounting Division	N/A	<ol style="list-style-type: none">1. Processing of Disbursement Vouchers – Big-Ticket Goods (Supplies, Materials, Equipment and Motor Vehicles)2. Processing of Disbursement Vouchers – Consultancy3. Processing of Disbursement Vouchers – Infrastructure4. Processing of Disbursement Vouchers – General Support Services (Janitorial, Security, Maintenance, Garbage Collection and Disposal, and similar services)5. Processing of Disbursement Vouchers – Rental Contract6. Processing of Disbursement Vouchers – Repairs and Maintenance of Equipment and Motor Vehicles7. Processing of Disbursement Vouchers – Board and Lodging8. Processing of Disbursement Vouchers – Supplies, Materials & Equipment (Non-Big-Tickets)9. Processing of Disbursement Vouchers – Meals10. Processing of Disbursement Vouchers – Training11. Processing of Disbursement Vouchers – Honorarium12. Processing of Disbursement Vouchers – Cash Advance for Activities

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		<ul style="list-style-type: none">13. Processing of Disbursement Vouchers – Cash Advance for Salaries, Wages, Allowance, and Other Similar Expenses14. Processing of Disbursement Vouchers – Foreign Travel15. Processing of Disbursement Vouchers – Local Travel16. Processing of Disbursement Vouchers – Salaries for Regular Employees17. Processing of Disbursement Vouchers - Salaries for Contract of Service18. Processing of Disbursement Vouchers – Petty Cash Fund19. Processing of Disbursement Vouchers – Gasoline Expenses20. Processing of Disbursement Vouchers – Allowances and Other Forms of Compensation21. Processing of Disbursement Vouchers – Terminal Leave22. Processing of Disbursement Vouchers – Collective Negotiation Agreement (CNA) Incentives23. Processing of Disbursement Vouchers – Special Counsel Allowance24. Processing of Disbursement Vouchers – Financial Assistance25. Processing of Disbursement Vouchers – Fund Transfers26. Processing of Disbursement Vouchers – Utilities27. Processing of Disbursement Vouchers – Communication Mobile28. Processing of Disbursement Vouchers – Overtime29. Processing of Disbursement Vouchers – Extraordinary and Miscellaneous Expenses
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		<ul style="list-style-type: none">30. Processing of Disbursement Vouchers – Registration Fees31. Processing of Disbursement Vouchers – Remittances32. Processing of Disbursement Vouchers – Plane Fare (DBM Procurement)33. Processing of Disbursement Vouchers – Advertising34. Processing of Disbursement Vouchers – Subscription Newspaper35. Application for Provident Fund Loan36. Processing of Liquidation Report - Petty Cash Fund (PCF)37. Processing of Liquidation Report – Training and Activities38. Processing of Liquidation Report – Foreign Travel39. Processing of Liquidation Report – Local Travel40. Processing of Liquidation Report – Payroll Fund for Salaries, Wages, Allowances and Other Similar Expenses41. Pre-Audit of Budget Estimates42. Pre-Audit of Various Authorities43. Request for Application, Renewal and Cancellation of Bond44. Request for Approval of the Contracts of Various Projects/Transactions45. Issuance of GSIS and Pag-IBIG Certificate of Remittances46. Application for Certification of Remittances47. Request for BIR Form 2306 and 2307
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		<p>48. Request for Photocopy of Supporting Documents from Paid and Filed Transactions</p> <p>49. Application for Agency Code/Activation of Organization Code</p>
Budget Division	N/A	<ol style="list-style-type: none">1. Processing of Request for Obligation of Allotment2. Preparation/Issuance of Sub-Allotment Release Order (Sub-ARO)3. Certification of Availability of Allotment
Bureau of Curriculum Development - Special Curricular Programs Division	N/A	<ol style="list-style-type: none">1. Application for Special Program in Foreign Language
Bureau of Education Assessment - Education Assessment Division	<ol style="list-style-type: none">1. Philippine Educational Placement Test (PEPT)<ol style="list-style-type: none">1.1 PEPT Onsite Registration1.2 PEPT Online Registration1.3 Computer-based test2. PEPT Online Registration3. PEPT Computer-Based Test4. Verification and Re-issuance of Certificate of Rating (COR) via Online Platform	N/A
Bureau of Human Resource and Organizational Development - Personnel Division	N/A	<ol style="list-style-type: none">1. Issuance of Foreign Official Travel Authority2. Issuance of Foreign Personal Travel Authority3. Issuance of Certificate of Employment and Service Record

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		<ol style="list-style-type: none">4. Order of Transfer and Reassignment5. Application for Leave6. Application for Retirement7. Processing of Terminal Leave Benefits
Cash Division	<ol style="list-style-type: none">1. Payment of Obligation through Cash Advance (including Petty Cash)2. Payment of Obligation through Checks or LDDAP-ADA	N/A
Education Facilities Division	<ol style="list-style-type: none">1. Evaluation of New Technology/Construction Materials for School Buildings2. Review and Evaluation of the Project Design, Specification and Estimates, and Budget Allocation3. Payment of Obligation to Contractors with Existing Infrastructure Contract with DepEd Central Office4. Payment of Obligation to Supplier with Existing Contract with DepEd Central Office for the Supply and Delivery of School Furniture	N/A
Employee Accounts	<ol style="list-style-type: none">1. Evaluation of Application for APDS	<ol style="list-style-type: none">2. Provident Fund Application



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Management Division	Accreditation/ Re-accreditation Process	3. Provident Fund Online Loan Application
Information and Communications Technology Service – Solutions Development Division	N/A	<ol style="list-style-type: none"> 1. Google Workspace and Microsoft 365 User Account Issuance and Management (In Office Application) 2. Google Workspace and Microsoft 365 User Account Issuance and Management (via Email) 3. Official DepEd Website Modification or Addition of Section 4. Migration of an Existing Website to the Official DepEd Domain
Information and Communications Technology – User Support Division	<ol style="list-style-type: none"> 1. Issuance of Remittance List and Certification (GSIS / Pag-IBIG Personal Contributions and Loans) – walk-in 2. Issuance of Remittance List and Certification (GSIS / Pag-IBIG Personal Contributions and Loans) - online 	<ol style="list-style-type: none"> 3. Processing of Enterprise Human Resource Information System (EHRIS) requests – walk-in 4. Processing of Enterprise Human Resource Information System (EHRIS) requests – email 5. Processing of Learner Information System requests from end-users 6. Virtual Events Assistance Service
Information and Communications Technology – Technology Infrastructure Division	N/A	<ol style="list-style-type: none"> 1. IT Tech Support Job Request (for computer/printer repair and maintenance) 2. IT Tech Support Job Request (for return to AMD) 3. IT Tech Support Job Request (for network connection) 4. Provisioning of New and Additional Azure Resource 5. Provisioning deped.gov.ph Domain
Legal Service	N/A	<ol style="list-style-type: none"> 1. Issuance of Certification of No Pending or Pendency of

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		Administrative Case and Clearance 2. Request for an Update on the Status of a Case in the Central Office 3. Request for Legal Opinion 4. Review of Memorandum of Agreement/Understanding, Procurement Contracts, and Ordinary Contracts
Legal Service – Investigation Division	1. Filing of Administrative Complaint	N/A
Legal Service – Legal Division	1. Endorsement for Duty and Tax Exemptions of Private Basic Education Schools 2. Filing of Appeal 3. Filing for Motion for Reconsideration	N/A
National Educators Academy of the Philippines - Professional Development Division	N/A	1. Scholarship Application
National Educators Academy of the Philippines – Quality Assurance Division	1. Online Orientation for Learning Service Providers 2. Authorization of Learning Service Providers 3. Recognition of Professional Development at the NEAP Central Office	N/A
Office of the Secretary	1. External Document Service	2. Internal Document Service
Public Affairs Service – Public Assistance Action Center	1. DepEd Action through Email (action@deped.gov.ph, Hotline 8888	

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	<p>and referrals from CSC, PCC, ARTA)</p> <ol style="list-style-type: none"> 2. Hotline and Walk-in Facilities 3. Standard FOI Request through Walk-in Facility, action@deped.gov.ph, and Online 	
Public Affairs Service – Publications Division	<ol style="list-style-type: none"> 1. Issuance of Advisory 2. Issuance of DepEd Memorandum and DepEd Order signed by the Secretary 3. Provision of Copies of DepEd Issuances 	<ol style="list-style-type: none"> 4. Issuance of Office Memorandum, Office Order, Memorandum with Limited Application 5. Material Production/Binding/Cutting
Records Division	<ol style="list-style-type: none"> 1. Issuance of Requested Documents – walk-in 2. Issuance of Requested Documents – online 3. Receiving and Routing of Incoming Documents 4. Receiving and Routing of Outgoing Documents 	N/A

Regional Office

Concerned Office/Unit	External Services	Internal Services
Accounting Section	N/A	<ol style="list-style-type: none"> 1. Certification as to Availability of Funds 2. Endorsement of Request for

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Budget Section	N/A	<ol style="list-style-type: none">3. Cash Allocation from SDOs1. Disbursement Updating2. Downloading/Fund Transfers of SAROs received from Central Office to Schools Division Office and Implementing Units3. Letter of Acceptance for Downloaded Funds4. Obligation of Expenditure (Incurrence of Obligation Charged to Approved Budget Allocation per GAARD and Other Budget Laws/Authority)5. Processing of Budget Utilization Request & Status (BURS)
Cash Section	<ol style="list-style-type: none">1. Payment of External and Internal Claims2. Payment of Obligation	3. Handling of Cash Advances
Curriculum and Learning Management Division	<ol style="list-style-type: none">1. Access to LRMDS Portal2. Procedure for the Use of LRMDS Computers	N/A
Human Resource and Development Division	N/A	<ol style="list-style-type: none">1. Rewards and Recognition
Legal Unit	<ol style="list-style-type: none">1. Legal Assistance to Walk-in Clients2. Request for Correction of	<ol style="list-style-type: none">3. Processing of communication received



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	Entries in School Record	through the Public Assistance Action Center (PAAC) 4. Request for Certification as to the Pendency or Non-Pendency of an Administrative Case
National Educators Academy of the Philippines – Regional Office	1. Recognition of Professional Development Programs / Courses	N/A
Office of the Regional Director	1. Issuance of Foreign Travel Authority 1.1. Issuance of Foreign Official Travel Authority 1.2. Issuance of Foreign Personal Travel Authority	N/A
Personnel Section	1. Acceptance of Employment Application (Walk-in) 2. Acceptance of Employment Application (Online) 3. Issuance of Certificate of Last Payment	4. Application for Leave 5. Application for Retirement / Survivorship / Disability Benefit 6. Issuance of Certificate for Remittances 7. Issuance of Certificate of Employment and/or Service Record 8. Issuance of Foreign Travel Authority 8.1 Issuance of Foreign Official Travel Authority 8.2. Issuance of Foreign

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		Personal Travel Authority 9. Processing of Equivalent Record Form (ERF) 10. Processing of Study Leave 11. Processing of Terminal Leave Benefits 12. Request for Transfer from Another Region 13. Stoppage/Deletion of Deductions in the Payroll (Loans and Insurances)
Policy, Planning and Research Division	1. Generation of School IDs for New Schools and/or Adding or Updating of SHS Program Offering 2. Request for Reversion	N/A
Public Affairs Unit	1. Public assistance (Email) 2. Public assistance (Hotline and Walk-in) 3. Standard Freedom of Information Request through Walk-In Facility and Mail	N/A
Quality Assurance Division	1. Application for Opening/Additional Offering of SHS Program for Private Schools 2. Application for Tuition	4. Application for Establishment, Merging, Conversion, and Naming/Renaming of Public Schools



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	<p>and Other School Fees (TOSF), No Increase, and Proposed New Fees of Private Schools</p> <p>3. Issuance of Special Orders for the Graduation of Private School Learners</p>	<p>and Separation of Public Schools</p>
Records Section	<p>1. Certification, Authentication, and Verification</p> <p>2. Issuance of Requested Documents (CTC and Photocopy of Documents)</p> <p>3. Issuance of Requested Documents (Non-CTC)</p> <p>4. Receiving of Communications</p> <p>5. Receiving of Complaint</p> <p>6. Document Routing and Tracking using the Documented Management System</p>	N/A

Schools Division Office

Concerned Office/Unit	External Services	Internal Services
Budget Unit	N/A	<p>1. Processing of ORS</p> <p>2. Posting/Updating of Disbursement</p>

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Cash Unit	N/A	<ol style="list-style-type: none"> <u>Handling of Cash Advances</u>
Information and Communications Technology Unit	N/A	<ol style="list-style-type: none"> User Account Management for Centrally Managed Systems Troubleshooting of ICT Equipment Uploading of Publications
Legal Unit	<ol style="list-style-type: none"> Request for Correction of Entries in School Record 	<ol style="list-style-type: none"> Issuance of Certificate of No Pending Case
Office of the Schools Division Superintendent	N/A	<ol style="list-style-type: none"> 1.1 Issuance of Foreign Official Travel Authority 1.2 Issuance of Foreign Personal Travel Authority
Personnel Unit	<ol style="list-style-type: none"> Acceptance of Employment Application for Initial Evaluation (Teaching Position) Acceptance of Employment Application for Initial Evaluation (Non-Teaching and Teaching-Related Positions both promotion and entry) 	<ol style="list-style-type: none"> Application for ERF (Equivalent Record Form) Application for Leave Application for Retirement Issuance of Certificate of Employment Issuance of Service Record Loan Approval and Verification Processing of Appointment (Original, Reemployment, Reappointment, Promotion and Transfer) Processing of Terminal Leave Benefits

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		9. Request for Correction of Name and Change of Status
Property and Supply Unit	1. Inspection, Acceptance, and Distribution of Textbooks, Supplies, and Equipment	2. Requisition and Issuance of Supplies 3. Property and Equipment Clearance Signing
Records Unit	1. Issuance of Requested Documents (Non-CTC) 2. Issuance of Requested Documents (CTC) and Photocopy of Documents 3. Certification, Authentication, Verification (CAV) 4. Receiving and Releasing of Communication and other Documents 5. Receiving of Complaints against Non-Teaching 6. Personnel Receiving of Complaints against Teaching Personnel (Multi-stage Processing)	N/A
Curriculum Implementation Division	1. Accessing Available Learning Resources from LRMDS Portal 2. Borrowing of Learning	4. Program Work Flow of Submission of Contextualized Learning Resources

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	<p>Materials from Libraries</p> <p>3. Alternative Learning System (ALS) Enrollment</p>	<p>5. Quality Assurance of Supplementary Learning Resource</p>
SGOD - Planning and Research Section	<p>1. Request for Basic Education Data (from external stakeholders)</p>	<p>2. Request for Basic Education Data (Internal Stakeholder)</p> <p>3. Request for Data for EBEIS/LIS/NAT and Performance Indicators</p>
SGOD - School Management, Monitoring, and Evaluation Section	<p>1. Issuance of Government Permit, Renewal, Recognition of Private Schools</p> <p>2. Issuance of Special Orders for the Graduation of Private School Learners</p> <p>3. Application for SHS Additional Track/Strand</p> <p>4. Application for Summer Permit for Private Schools</p> <p>5. Application for No Increase in Tuition Fee</p> <p>6. Application for Increase in Tuition Fee</p>	N/A



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Annex C: Google Form Links

The CO, ROs, SDOs, and schools shall submit their CSM results through the Google Form links assigned to offices provided below.

GOVERNANCE LEVEL	OFFICE	LINK
Central Office	<ul style="list-style-type: none">• Bureau of Curriculum Development – Special Curricular Programs Division• Bureau of Education Assessment – Education Assessment Division• Cash Division• Education Facilities Division• Employee Accounts Management Division	https://bit.ly/DepEd2024CSM_CO_A
	<ul style="list-style-type: none">• Office of the Secretary• Information and Communications Technology –User Support Division• Legal Service• Legal Service – Investigation Division• Legal Service – Legal Division	https://bit.ly/DepEd2024CSM_CO_B
	<ul style="list-style-type: none">• National Educators Academy of the Philippines – Quality Assurance Division• Public Affairs Service – Public Assistance Action Center• Public Affairs Service – Publications Division• Records Division	https://bit.ly/DepEd2024CSM_CO_C
	<ul style="list-style-type: none">• Budget Division• Bureau of Human Resource and Organizational Development – Personnel Division	https://bit.ly/DepEd2024CSM_CO_D



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Regional Office	Information and Communications Technology Service – Solutions Development Division	
	National Educators Academy of the Philippines – Professional Development Division	
	Accounting Division (Items 1-16)	https://bit.ly/DepEd2024CSM_AD_A
	Accounting Division (Items 17-32)	https://bit.ly/DepEd2024CSM_AD_B
	Accounting Division (Items 33-49)	https://bit.ly/DepEd2024CSM_AD_C
	Accounting Section	https://bit.ly/DepEd2024CSM_RO_AS
	Budget Section	https://bit.ly/DepEd2024CSM_RO_BS
	Cash Section	https://bit.ly/DepEd2024CSM_RO_CS
	Curriculum and Learning Management Division	https://bit.ly/DepEd2024CSM_RO_CLMD
	Human Resource and Development Division	https://bit.ly/DepEd2024CSM_RO_HRDD
	Legal Unit	https://bit.ly/DepEd2024CSM_RO_LU
	National Educators Academy of the Philippines – Regional Office	https://bit.ly/DepEd2024CSM_RO_NEAP
	Office of the Regional Director	https://bit.ly/DepEd2024CSM_RO_ORD
	Personnel Section	https://bit.ly/DepEd2024CSM_RO_PS
Schools Division Office	Policy, Planning and Research Division	https://bit.ly/DepEd2024CSM_RO_PPRD
	Public Affairs Unit	https://bit.ly/DepEd2024CSM_RO_PAU
	Quality Assurance Division	https://bit.ly/DepEd2024CSM_RO_QAD
	Records Section	https://bit.ly/DepEd2024CSM_RO_RS
	Budget Unit	https://bit.ly/DepEd2024CSM_SDO_BU
	Cash Unit	https://bit.ly/DepEd2024CSM_SDO_CU
	Information and Communications Technology Unit	https://bit.ly/DepEd2024CSM_SDOICTU

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Property and Supply Unit	https://bit.ly/DepEd2024CSM_SDO_PSU
Records Unit	https://bit.ly/DepEd2024CSM_SDO_RU
Curriculum Implementation Division	https://bit.ly/DepEd2024CSM_SDO_CID
SGOD - Planning and Research Section	https://bit.ly/DepEd2024CSM_SDO_PRS
SGOD - School Management, Monitoring, and Evaluation Section	https://bit.ly/DepEd2024CSM_SDO_SMMES
Schools (External Services) ¹	https://bit.ly/DepEd2024CSM_ExtSchoolsA https://bit.ly/DepEd2024CSM_ExtSchoolsB
Schools (Internal Services)	https://bit.ly/DepEd2024CSM_IntSchools

¹ Schools must accomplish all links for the external and internal services.

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Annex B: Guidelines in Preparing and Submitting CSM Results

Offices must adhere to the following guidelines to ensure that submitted data contains no discrepancies. Any data with discrepancies will be excluded from the CSM report.

I. Required CSM Data

A. Total number of clients who completed the survey for FY 2024

- Report the total number of surveyed clients with complete transactions. A transaction is deemed complete when the final step of the availed service has been accomplished.
- All concerned units shall gather a minimum number of CSM responses based on the ARTA Sample Size Calculator: <https://tinyurl.com/CSMsamplesize>. The results in the sample calculator are not required to be submitted to PAS-PAAC. Offices can use this to determine if they have achieved the minimum number of survey results.
- Offices should briefly discuss their response rate results and explain why certain services were either not offered or received no/low responses, as applicable.

B. Total number of transactions for FY 2024

- Report the total number of transactions per service declared in the DepEd Citizen's Charter applicable to the governance unit.
- **Number of transactions shall be greater than the number of surveyed clients or survey responses.** Kindly refer to the sample below for reference:

CORRECT		INCORRECT	
Number of transactions	Number of survey responses	Number of transactions	Number of survey responses
100	90	100	150
100	100	0	100

- Submit only whole numbers for transactions or survey responses. Kindly refer to the sample below for reference.

CORRECT		INCORRECT	
Number of transactions	Number of survey responses	Number of transactions	Number of survey responses
100	90	90.56	86.7
100	100		

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C. Result count per SDQ for FY 2024

- Report the breakdown of all SQDs by result count:
 - SQD0
 - SQD1 (Responsiveness)
 - SQD2 (Reliability)
 - SQD3 (Access & Facility)
 - SQD4 (Communication)
 - SQD5 (Costs)
 - SQD6 (Integrity)
 - SQD7 (Assurance)
 - SQD8 (Outcome)

D. Result count per demographic profile

- Report the breakdown of the client demographic based on the following:
 - a. Age
 - i. 19 or lower
 - ii. 20-34
 - iii. 35-49
 - iv. 50-54
 - v. 65 or higher
 - vi. Did not specify
 - b. Sex
 - i. Male
 - ii. Female
 - iii. Did not specify
 - c. Customer Type
 - i. Citizen
 - ii. Business
 - iii. Government
 - iv. Did not specify
- Provide a brief analysis of the results.

E. Result count per CC response

- Report the breakdown of responses per CC response
 - CC Awareness (CC1)
 - CC Helpfulness (CC2)
 - CC Visibility (CC3)
 - Did not specify



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F. Major or most common identified feedback/concern from clients

- Report the summary of feedback from clients by identifying the most frequent feedback or concerns received for FY 2024

II. Reminders for Submitting CSM Data

A. Survey results shall **match the total result counts in the demographic profile, CC responses, and SQDs. Kindly refer to the samples below for reference:**

- Demographic profile

Number of transactions						100
DEMOGRAPHIC PROFILE						
a. 19 or lower 20	b. 20-34 25	c. 35-49 30	AGE d. 50-64 20	e. 65-higher 5	f. Did not specify 0	Total 100
SEX						
a. Male 47	b. Female 45	c. Did not specify 8	Total 100			
CUSTOMER TYPE						
a. Citizen 69	b. Business 0	c. Government 12	d. Did not specify 19	Total 100		

- CC Responses

Number of transactions						100
CITIZEN'S CHARTER						
1 60	2 10	CC1 3 13	4 8	Did not specify 9	Total 100	
1 54	2 22	CC2 3 5	5 8	Did not specify 9	Total 100	
1 56	2 24	CC3 3 3	4 8	Did not specify 9	Total 100	

- SQDs

Number of transactions						100
SQD0						
STRONGLY DISAGREE 0	DISAGREE 1	NEITHER AGREE OR DISAGREE 3	AGREE 8	STRONGLY AGREE 85	N/A 3	Total 100
STRONGLY DISAGREE 2	DISAGREE 1	NEITHER AGREE OR DISAGREE 1	AGREE 8	STRONGLY AGREE 85	N/A 3	Total 100
SQD1						

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Number of transactions						100
SQD2						Total
STRONGLY DISAGREE	DISAGREE	NEITHER AGREE OR DISAGREE	AGREE	STRONGLY AGREE	N/A	
3	1	1	7	85	3	100
SQD3						Total
STRONGLY DISAGREE	DISAGREE	NEITHER AGREE OR DISAGREE	AGREE	STRONGLY AGREE	N/A	
3	2	1	6	85	3	100
SQD4						Total
STRONGLY DISAGREE	DISAGREE	NEITHER AGREE OR DISAGREE	AGREE	STRONGLY AGREE	N/A	
3	2	3	4	85	3	100
SQD5						Total
STRONGLY DISAGREE	DISAGREE	NEITHER AGREE OR DISAGREE	AGREE	STRONGLY AGREE	N/A	
3	1	1	7	85	3	100
SQD6						Total
STRONGLY DISAGREE	DISAGREE	NEITHER AGREE OR DISAGREE	AGREE	STRONGLY AGREE	N/A	
0	2	1	9	85	3	100
SQD7						Total
STRONGLY DISAGREE	DISAGREE	NEITHER AGREE OR DISAGREE	AGREE	STRONGLY AGREE	N/A	
2	1	1	8	85	3	100
SQD8						Total
STRONGLY DISAGREE	DISAGREE	NEITHER AGREE OR DISAGREE	AGREE	STRONGLY AGREE	N/A	
1	2	2	7	85	3	100

B. Any misrepresentation, discrepancy, or duplication in the submitted data may result in tagging the CO, RO, SDO, or school as non-compliant with this requirement.

III. Reminders for Schools Division Offices (SDOs) Categorized as Small Divisions

For Schools Division Offices (SDOs) categorized as small divisions, if the **Information and Communications Technology Unit (ICTU)** and **Legal Unit (LU)** do not exist in your division, you are not required to submit survey responses for these two (2) units. However, for those with existing ICTU and LU, even if categorized as small divisions, please submit the survey responses.

IV. Reminders for Failed Google Link Submissions especially in Regional Offices such as Personnel Unit

There is a common problem being encountered during the submission of responses to the google link.

- “Your response is too large. Try shortening some answers”

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- Compress the PDF file attachment
- Shorten the brief analysis
- Try using a different web browser
- Check if the Gmail account used has full storage when submitting the response through the Google link

(INSERT LETTERHEAD)

ANNEX D: CSM Results Submission Memo Template for RPACs and DPACs

MEMORANDUM

TO : **CILETTE LIBORO CO**
Assistant Secretary for Public Affairs and External Partnerships

FROM : **REGIONAL DIRECTOR/SCHOOL DIVISION SUPERINTENDENT**

SUBJECT : **FY 2025 CLIENT SATISFACTION MEASUREMENT (CSM)
RESULTS OF (name of RO/SDO)**

DATE : **(Insert Date)**

In reference to the memorandum on the Submission of FY 2025 Client Satisfaction Measurement (CSM) Results requiring all concerned offices to submit their CSM Results to the Public Affairs Service – Public Assistance Action Center (PAS-PAAC), **this Office hereby attests that all concerned units/offices under the (name of RO/SDO) have submitted their CSM Results.**

For any clarification or concern, please contact (name of CO office focal person/RPAC/DPAC) through (insert email address and/or contact number).

Thank you.

(INSERT LETTERHEAD)
ANNEX E: Transmittal Memo Template

MEMORANDUM

TO : **CILETTE LIBORO CO**
Assistant Secretary for Public Affairs and External Partnerships

FROM : **NAME OF UNDERSECRETARY / ASSISTANT SECRETARY /
BUREAU OR SERVICE DIRECTOR / REGIONAL
DIRECTOR/ SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT : **TRANSMITTAL OF THE FY 2025 CLIENT SATISFACTION
MEASUREMENT RESULTS**

DATE : **(Insert Date)**

In reference to the memorandum on the Submission of FY 2025 Client Satisfaction Measurement (CSM) Results requiring all concerned offices and schools to submit their CSM Results to the Public Affairs Service – Public Assistance Action Center (PAS-PAAC), this Office hereby transmits the **FY 2025 CSM Results for (name of office)**.

This Office declares that the CSM Form was implemented for both the external and internal services declared in the DepEd Citizen's Charter, as required under DM-OUHROD-2023-0930 titled "Implementation of the Client Satisfaction Measurement (CSM) Form Prescribed by the Anti-Red Tape Authority" issued on 12 July 2023.

This Office acknowledges that the submission of the CSM Results complies with the Memorandum Circular (MC) No. 2019-002 titled *"Guidelines on the Implementation of the Citizen's Charter in Compliance with Republic Act 11032, Otherwise Known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018," and Its Implementing Rules and Regulations (IRR),"* requiring all government agencies to submit their CSM Report annually.

Additionally, this Office understands that any office delivering services that fails to submit their CSM Results, without providing a valid explanation for why the service/s were not offered or had no/low CSM respondents, may be deemed non-compliant with this requirement.

This Office attests to the truthfulness, accuracy, and completeness of the submitted CSM Results.

For any clarification or concern, please contact (name of CO office focal person/RPAC/DPAC) through (insert email address and/or contact number).

Thank you.