



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

20 November 2024




**DIVISION MEMORANDUM**

No. **313**, s, 2024

**SUBMISSION OF CLIENT SATISFACTION MEASUREMENT (CSM)  
RESULTS FOR FISCAL YEAR 2024**

TO: Asst. Schools Division Superintendent  
Elementary and Secondary School Heads  
School ICT Coordinators  
All Others Concerned

1. In reference to DepEd Memorandum dated November 15, 2024, titled *Submission of the Client Satisfaction Measurement (CSM) Results for FY 2024*, all schools are hereby requested to submit their CSM results (internal and external services) for FY 2024 to the Public Affairs Service-Public Assistance Action Center (PAS-PAAC) on or before December 20, 2024, through the link provided below.

SERVICES	LINK	QR CODE
External Services (Enclosure 1)	<a href="https://bit.ly/DepEd2024CSM_ExtSchoolsA">https://bit.ly/DepEd2024CSM_ExtSchoolsA</a>	
	<a href="https://bit.ly/DepEd2024CSM_ExtSchoolsB">https://bit.ly/DepEd2024CSM_ExtSchoolsB</a>	
Internal Services (Enclosure 1)	<a href="https://bit.ly/DepEd2024CSM_IntSchools">https://bit.ly/DepEd2024CSM_IntSchools</a>	

2. To guarantee the truthfulness, accuracy and completeness of the provided CSM results, the school must further upload a transmittal memorandum (*Annex E*) signed by the School Head which can be downloaded here: <https://tinyurl.com/CSMDocuments>.
3. Please be reminded to keep the MOVs as stated in ARTA MC 2022-05 4.8.2, which says, *"The ARTA reserves the right to request proof of the survey results, including the answered paper surveys and the excel file of the aggregated data."*
4. Kindly refer to the attached memorandum for more information.
5. For immediate information and guidance.

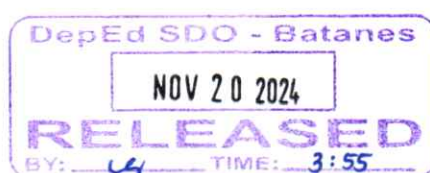
  
**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent

Encl: DepEd Memorandum re Submission of CSM Results for FY 2024

Reference:

To be indicated in the Perpetual Index  
Under the following subjects  
REPORTS

ICTU/abg/jcft



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Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
As of:	<b>Jul 2, 2018</b>	Page:	<b>2</b>

Enclosure 1: School Enrolled Services

External Services	Internal Services
<ol style="list-style-type: none"> <li>1. Acceptance of Employment Application for Teacher I Position (Walk-in)</li> <li>2. Acceptance of Employment Application for Teacher I Position (Online)</li> <li>3. Borrowing of Learning Materials from the School Library/Learning Resource Center</li> <li>4. Distribution of Printed Self-Learning Modules in Distance Learning Modality</li> <li>5. Enrollment (Walk-in)</li> <li>6. Enrollment (Online)</li> <li>7. Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy (Walk-in)</li> <li>8. Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy (Online)</li> <li>9. Issuance of School Clearance for different purposes</li> <li>10. Issuance of School Forms, Certifications, and other School Permanent Records</li> <li>11. Public assistance (walk-in/phone call)</li> <li>12. Public assistance (email/social media)</li> <li>13. Receiving and releasing of communications and other documents</li> <li>14. Reservation Process for the Use of School Facilities</li> <li>15. Request for Personnel Records for Teaching/Non-Teaching Personnel</li> </ol>	<ol style="list-style-type: none"> <li>1. Issuance of Special Order for Service Credits and Certification of Compensatory Time Credits</li> <li>2. Laboratory and School Inventory</li> <li>3. School Learning and Development</li> </ol>






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**MEMORANDUM**

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

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

FROM :   
**CILETTE LIBORO-CO**  
Assistant Secretary for Public Affairs Service

SUBJECT : **SUBMISSION OF THE CLIENT SATISFACTION MEASUREMENT (CSM) RESULTS FOR FISCAL YEAR (FY) 2024**

DATE : November 15, 2024

**All offices from the Central Office (CO), Regional Offices (ROs), Schools Division Offices (SDOs), and schools with declared services in the DepEd Citizen's Charter are required to submit their FY 2024 Client Satisfaction Measurement (CSM) results to the Public Affairs Service – Public Assistance Action Center (PAS-PAAC) on or before December 20, 2024.**

This requirement is in accordance with 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),"* which states that all government agencies are required to submit their CSM report annually.

In accordance with Section 3 (b), Rule IV of the IRR of RA 11032, government agencies shall collect client satisfaction feedback for all services, both external and internal. In 2022, the ARTA issued MC No. 2022-05 titled *"Guidelines on the Implementation of the Harmonized Client Satisfaction Measurement"* adopting a harmonized and standardized CSM tool to effectively evaluate overall client satisfaction and gather feedback on the services provided by government agencies. The CSM report enables agencies to systematically assess and improve the quality of their services. By gathering valuable client feedback, the CSM report identifies strengths and areas for improvement, fostering a culture of continuous enhancement





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in service delivery. Furthermore, it promotes accountability and transparency by publicly reporting the results, thereby building trust in the operations of government offices.

To ensure that accurate and correct data are submitted to PAS-PAAC for consolidation and processing, all concerned offices and schools 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 reported;
- c. **Survey responses shall only be extracted from the ARTA-prescribed CSM Form.** PAS-PAAC 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 and schools can utilize this template to encode client feedback from CSM Form hard copies for easy consolidation with the online survey responses: <https://bit.ly/TemplateCSMResults>. Kindly download the excel file. Note that the template is not required to be submitted to PAS-PAAC and shall only be used internally by the office or school;
- e. Instructions and reminders in preparing and submitting the offices' CSM results are provided in Annex B;
- f. **Concerned offices and schools shall submit through the Google Form links provided in Annex C.** Please be reminded that PAS-PAAC will only accept submissions through the links. Hence, email or hard copy submissions of the data shall not be considered;
- g. Offices and schools shall only submit **one (1) CSM result per declared service**;
- h. Each concerned unit and school 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 that all offices with declared services within their governance level have provided their CSM data.** RPACs and DPACs shall



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submit the said Memorandum through this link:  
<https://bit.ly/CSMResultsSubmission>.

- i. **The CO, ROs, SDOs, and schools shall also upload a Memorandum (Annex E)**, signed by their Undersecretary/Assistant Secretary/Bureau or Service Director, RD, SDS, or School Head to ensure the truthfulness, accuracy, and completeness of the CSM results through the assigned Google Form links in Annex C; and
- j. RPACs and DPACs are encouraged to guide the concerned units and schools in preparing their CSM results. Field offices and schools are also advised to address any concerns regarding CSM with their respective RPAC or DPAC first.

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. Grazielle Anne A. Sarical or Ms. Ariane L. Lerma, PAS-PAAC, through the following:

Email address: [depedactioncenter@deped.gov.ph](mailto:depedactioncenter@deped.gov.ph)

Phone numbers: 8638-7530, 8633-1942

Viber mobile number: 09672498552

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 Template for RPACs and DPACs*

*Annex E: Transmittal Memo Template*

*MC No. 2019-002*

*MC No. 2022-05*





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**Annex 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"> <li>1. Processing of Disbursement Vouchers – Big-Ticket Goods (Supplies, Materials, Equipment and Motor Vehicles)</li> <li>2. Processing of Disbursement Vouchers – Consultancy</li> <li>3. Processing of Disbursement Vouchers – Infrastructure</li> <li>4. Processing of Disbursement Vouchers – General Support Services (Janitorial, Security, Maintenance, Garbage Collection and Disposal, and similar services)</li> <li>5. Processing of Disbursement Vouchers – Rental Contract</li> <li>6. Processing of Disbursement Vouchers – Repairs and Maintenance of Equipment and Motor Vehicles</li> <li>7. Processing of Disbursement Vouchers – Board and Lodging</li> <li>8. Processing of Disbursement Vouchers – Supplies, Materials &amp; Equipment(Non-Big-Tickets)</li> </ol>



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	9. Processing of Disbursement Vouchers – Meals
	10. Processing of Disbursement Vouchers – Training
	11. Processing of Disbursement Vouchers – Honorarium
	12. Processing of Disbursement Vouchers – Cash Advance for Activities
	13. Processing of Disbursement Vouchers – Cash Advance for Salaries, Wages, Allowance, and Other Similar Expenses
	14. Processing of Disbursement Vouchers – Foreign Travel
	15. Processing of Disbursement Vouchers – Local Travel
	16. Processing of Disbursement Vouchers – Salaries for Regular Employees
	17. Processing of Disbursement Vouchers – Salaries for Contract of Service
	18. Processing of Disbursement Vouchers – Petty Cash Fund
	19. Processing of Disbursement Vouchers – Gasoline Expenses
	20. Processing of Disbursement Vouchers – Allowances and Other Forms of Compensation
	21. Processing of Disbursement Vouchers – Terminal Leave

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	Supply and Delivery of School Furniture	
Employee Accounts Management Division	1. Evaluation of Application for APDS Accreditation/ Re-accreditation Process	2. Provident Fund Loan Application 3. Provident Fund Online Loan Application
Information and Communications Technology Service – Solutions Development Division	N/A	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	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	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
Legal Service	N/A	1. Issuance of Certification of No Pending or Pendency of 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

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Bureau of Curriculum Development - Special Curricular Programs Division	N/A	1. Application for Special Program in Foreign Language
Bureau of Education Assessment – Education Assessment Division	1. PEPT Onsite Registration 2. PEPT Online Registration 3. PEPT Computer-Based Test 4. 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	1. Issuance of Foreign Official Travel Authority 2. Issuance of Foreign Personal Travel Authority 3. Issuance of Certificate of Employment and Service Record 4. Order of Transfer and Reassignment 5. Application for Leave 6. Application for Retirement 7. Processing of Terminal Leave Benefits
Cash Division	1. Payment of Obligation through Cash Advance (including Petty Cash) 2. Payment of Obligation through Checks or LDDAP-ADA	N/A
Education Facilities Division	1. Evaluation of New Technology/Construction Materials for School Buildings 2. Project Design of DepEd School Building Programs and Projects 3. Payment of Obligation to Contractors with Existing Infrastructure Contract with DepEd Central Office 4. Payment of Obligation to Supplier with Existing Contract with DepEd Central Office for the	N/A

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		<ul style="list-style-type: none"><li>36. Processing of Liquidation Report - Petty Cash Fund (PCF)</li><li>37. Processing of Liquidation Report - Training and Activities</li><li>38. Processing of Liquidation Report - Foreign Travel</li><li>39. Processing of Liquidation Report - Local Travel</li><li>40. Processing of Liquidation Report - Payroll Fund for Salaries, Wages, Allowances and Other Similar Expenses</li><li>41. Pre-Audit of Budget Estimates</li><li>42. Pre-Audit of Various Authorities</li><li>43. Request for Application, Renewal and Cancellation of Bond</li><li>44. Request for Approval of the Contracts of Various Projects/Transactions</li><li>45. Issuance of GSIS and Pag-IBIG Certificate of Remittances</li><li>46. Application for Certification of Remittances</li><li>47. Request for BIR Form 2306 and 2307</li><li>48. Request for Photocopy of Supporting Documents from Paid and Filed Transactions</li><li>49. Application for Agency Code/Activation of Organization Code</li></ul>
Budget Division	N/A	<ul style="list-style-type: none"><li>1. Processing of Request for Obligation of Allotment</li><li>2. Preparation/Issuance of Sub-Allotment Release Order (Sub-ARO)</li><li>3. Certification of Availability of Allotment</li></ul>



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		<ul style="list-style-type: none"><li>22. Processing of Disbursement Vouchers – Collective Negotiation Agreement (CNA) Incentives</li><li>23. Processing of Disbursement Vouchers – Special Counsel Allowance</li><li>24. Processing of Disbursement Vouchers – Financial Assistance</li><li>25. Processing of Disbursement Vouchers – Fund Transfers</li><li>26. Processing of Disbursement Vouchers – Utilities</li><li>27. Processing of Disbursement Vouchers – Communication Mobile</li><li>28. Processing of Disbursement Vouchers – Overtime</li><li>29. Processing of Disbursement Vouchers – Extraordinary and Miscellaneous Expenses</li><li>30. Processing of Disbursement Vouchers – Registration Fees</li><li>31. Processing of Disbursement Vouchers – Remittances</li><li>32. Processing of Disbursement Vouchers – Plane Fare (DBM Procurement)</li><li>33. Processing of Disbursement Vouchers – Advertising</li><li>34. Processing of Disbursement Vouchers – Subscription Newspaper</li><li>35. Application for Provident Fund Loan</li></ul>
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Records Division	<ol style="list-style-type: none"> <li>1. Issuance of Requested Documents</li> <li>2. Issuance of Requested Documents – walk-in</li> <li>3. Issuance of Requested Documents – online</li> </ol>	N/A
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**Regional Office**

Concerned Office/Unit	External Services	Internal Services
Accounting Section	N/A	<ol style="list-style-type: none"> <li>1. Certification as to Availability of Funds</li> <li>2. Endorsement of Request for Cash Allocation from SDOs</li> </ol>
Budget Section	N/A	<ol style="list-style-type: none"> <li>1. Disbursement Updating</li> <li>2. Downloading/Fund Transfers of SAROs received from Central Office to Schools Division Office and Implementing Units</li> <li>3. Letter of Acceptance for Downloaded Funds</li> <li>4. Obligation of Expenditure (Incurrence of Obligation Charged to Approved Budget Allocation per GAARD and Other Budget Laws/Authority)</li> <li>5. Processing of Budget Utilization Request &amp; Status (BURS)</li> </ol>
Cash Section	<ol style="list-style-type: none"> <li>1. Payment of External and Internal Claims</li> <li>2. Payment of Obligation</li> </ol>	3. Handling of Cash Advances
Curriculum and Learning Management Division	<ol style="list-style-type: none"> <li>1. Access to LRMDs Portal</li> <li>2. Procedure for the Use of LRMDs Computers</li> </ol>	N/A
Human Resource and Development Division	N/A	1. Rewards and Recognition
Legal Unit	<ol style="list-style-type: none"> <li>1. Legal Assistance to Walk-in Clients</li> <li>2. Request for Correction of Entries in School Record</li> </ol>	3. Processing of communication received through the Public

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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 and referrals from CSC, PCC, ARTA) 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	1. Issuance of Advisory 2. Issuance of DepEd Memorandum and DepEd Order signed by the Secretary 3. Provision of Copies of DepEd Issuances	4. Issuance of Office Memorandum, Office Order, Memorandum with Limited Application 5. Material Production/Binding/Cutting

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		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 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	N/A

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

**Schools Division Office**

Concerned Office/Unit	External Services	Internal Services
Budget Unit	N/A	1. Processing of ORS 2. Posting/Updating of Disbursement
Cash Unit	N/A	1. Handling of Cash Advances





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Information and Communications Technology Unit	N/A	<ol style="list-style-type: none"> <li>1. User Account Management for Centrally Managed Systems</li> <li>2. Troubleshooting of ICT Equipment</li> <li>3. Uploading of Publications</li> </ol>
Legal Unit	<ol style="list-style-type: none"> <li>1. Request for Correction of Entries in School Record</li> </ol>	<ol style="list-style-type: none"> <li>2. Issuance of Certificate of No Pending Case</li> </ol>
Office of the Schools Division Superintendent	N/A	<ol style="list-style-type: none"> <li>1.1 Issuance of Foreign Official Travel Authority</li> <li>1.2. Issuance of Foreign Personal Travel Authority</li> </ol>
Personnel Unit	<ol style="list-style-type: none"> <li>1. Acceptance of Employment Application for Initial Evaluation (Teaching Position)</li> <li>2. Acceptance of Employment Application for Initial Evaluation (Non-Teaching and Teaching-Related Positions both promotion and entry)</li> </ol>	<ol style="list-style-type: none"> <li>3. Application for ERF (Equivalent Record Form)</li> <li>4. Application for Leave</li> <li>5. Application for Retirement</li> <li>6. Issuance of Certificate of Employment</li> <li>7. Issuance of Service Record</li> <li>8. Loan Approval and Verification</li> <li>9. Processing of Appointment (Original, Reemployment, Reappointment, Promotion and Transfer)</li> <li>10. Processing of Terminal Leave Benefits</li> <li>11. Request for Correction of Name and Change of Status</li> </ol>
Property and Supply Unit	<ol style="list-style-type: none"> <li>1. Inspection, Acceptance, and Distribution of Textbooks, Supplies, and Equipment</li> </ol>	<ol style="list-style-type: none"> <li>2. Requisition and Issuance of Supplies</li> <li>3. Property and Equipment Clearance Signing</li> </ol>
Records Unit	<ol style="list-style-type: none"> <li>1. Issuance of Requested Documents (Non-CTC)</li> <li>2. Issuance of Requested Documents (CTC and Photocopy of Documents)</li> <li>3. Certification, Authentication, Verification (CAV)</li> <li>4. Receiving and Releasing of Communication and other Documents</li> </ol>	N/A

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	<ol style="list-style-type: none"> <li>Receiving of Complaints against Non-Teaching Personnel</li> <li>Receiving of Complaints against Teaching Personnel (Multi-stage Processing)</li> </ol>	
Curriculum Implementation Division	<ol style="list-style-type: none"> <li>Accessing Available Learning Resources from LRMDs Portal</li> <li>Borrowing of Learning Materials from Libraries</li> <li>Alternative Learning System (ALS) Enrollment</li> </ol>	<ol style="list-style-type: none"> <li>Program Work Flow of Submission of Contextualized Learning Resources</li> <li>Quality Assurance of Supplementary Learning Resource</li> </ol>
SGOD - Planning and Research Section	<ol style="list-style-type: none"> <li>Request for Basic Education Data (from external stakeholders)</li> </ol>	<ol style="list-style-type: none"> <li>Request for Basic Education Data (Internal Stakeholder)</li> <li>Request for Data for EBEIS/LIS/NAT and Performance Indicators</li> </ol>
SGOD - School Management, Monitoring, and Evaluation Section	<ol style="list-style-type: none"> <li>Issuance of Government Permit, Renewal, Recognition of Private Schools</li> <li>Issuance of Special Orders for the Graduation of Private School Learners</li> <li>Application for SHS Additional Track/Strand</li> <li>Application for Summer Permit for Private Schools</li> <li>Application for No Increase in Tuition Fee</li> <li>Application for Increase in Tuition Fee</li> </ol>	N/A

**School**

External Services	Internal Services
<ol style="list-style-type: none"> <li>Acceptance of Employment Application for Teacher I Position (Walk-in)</li> <li>Acceptance of Employment Application for Teacher I Position (Online)</li> </ol>	<ol style="list-style-type: none"> <li>Issuance of Special Order for Service Credits and Certification of Compensatory Time Credits</li> <li>Laboratory and School Inventory</li> <li>School Learning and Development</li> </ol>





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<ol style="list-style-type: none"><li>3. Borrowing of Learning Materials from the School Library/Learning Resource Center</li><li>4. Distribution of Printed Self-Learning Modules in Distance Learning Modality</li><li>5. Enrollment (Walk-in)</li><li>6. Enrollment (Online)</li><li>7. Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy (Walk-in)</li><li>8. Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy (Online)</li><li>9. Issuance of School Clearance for different purposes</li><li>10. Issuance of School Forms, Certifications, and other School Permanent Records</li><li>11. Public assistance (walk-in/phone call)</li><li>12. Public assistance (email/social media)</li><li>13. Receiving and releasing of communications and other documents</li><li>14. Reservation Process for the Use of School Facilities</li><li>15. Request for Personnel Records for Teaching/Non-Teaching Personnel</li></ol>	
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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)



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

- CC Responses

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

- SQDs

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

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