

Department of Education

REGION III Schools Division Office of City of Malolos

PROCEDURE MANUAL FOR **QMS AND ISO 9001:2015**

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PROCESSING OF SALN AND PDS

Name of Office:

OSDS-AS-Personnel Section

Objective: To deliver expeditious services through prompt personnel actions on the processing of SALN and PDS.

This process covers the processing of SALN and PDS. Scope:

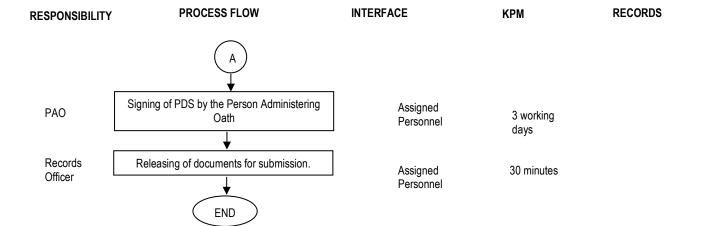
RESPONSIBILITY	Y PROCESS FLOW	INTERFACE	KPM	RECORDS	DOCUMENT REFERRENCE	QUALITY STANDARDS	CONTROL METHOD
Personnel Staff Personnel Staff	Preparing of Memorandum Checking of SALN and PDS	Records Staff Personnel Staff	1 working day 5 working days	SALN List of fillers CS for 212 Memorandum	CSC Memorandum Circular No. 34 s.1998 R.A. 9155 MC No.2 of the Ombudsman dated August 2, 2017	100% accurate 100% complete Adherence to legal and statutory requirements and customer satisfaction	Reviewing Verification Recording Approval or Disapproval
Personnel Staff	Consolidation of SALN on January and PDS on April.	Personnel Staff	1 working day				
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QUALITY

STANDARDS

DOCUMENT REFERRENCE CONTROL

METHOD