



Republic of the Philippines  
**Department of Education**  
 REGION III  
 Schools Division Office of City of Malolos

<b>PROCEDURE MANUAL FOR QMS AND ISO 9001:2015</b>	Document Code: SDO-MALOLOS-OSDS-AS-PS-PM-024 Revision: 01 Effectivity date: 02-05-2021
<b>PROCESSING OF SALN AND PDS</b>	Name of Office: OSDS-AS-Personnel Section

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

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

RESPONSIBILITY	PROCESS FLOW	INTERFACE	KPM	RECORDS	DOCUMENT REFERENCE	QUALITY STANDARDS	CONTROL METHOD
Personnel Staff		Records Staff	1 working day	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		Personnel Staff	5 working days				
Personnel Staff		Personnel Staff	1 working day				



**Address:** Government Center, Brgy. Bulihan, City of Malolos, Bulacan  
**Contact Numbers:** (044) 812-2006 and (044) 812-2007  
**Email:** malolos.city@deped.gov.ph  
**Website:** depedmalolos.com



RESPONSIBILITY	PROCESS FLOW	INTERFACE	KPM	RECORDS	DOCUMENT REFERENCE	QUALITY STANDARDS	CONTROL METHOD
PAO	<pre> graph TD     A((A)) --&gt; B[Signing of PDS by the Person Administering Oath]     B --&gt; C[Releasing of documents for submission.]     C --&gt; D((END))           </pre>	Assigned Personnel	3 working days				
Records Officer		Assigned Personnel	30 minutes				



**Address:** Government Center, Brgy. Bulihan, City of Malolos, Bulacan  
**Contact Numbers:** (044) 812-2006 and (044) 812-2007  
**Email:** malolos.city@deped.gov.ph  
**Website:** depedmalolos.com

