ANNEX B: SAMPLE STREAMLINING/DIGITIZATION REPORT

(1) NAME OF DEPARTMENT/AGENCY: DEPARTMENT OF EDUCATION

(2) NAME OF SERVICE: APPLICATION FOR NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) FOR WALK-IN EXAMINEE THROUGH ONLINE REGISTRATION

(3) RESPONSIBLE DELIVERY UNITS / PROCESSING UNITS: EDUCATION ASSESSMENT DIVISION, BUREAU OF EDUCATION ASSESSMENT

| (4) Identified Client/Customer(s) | (5) Number of clients served in 2020 | (6) Volume of Transactions in 2020 |
|--|--------------------------------------|------------------------------------|
| Takers must be Grade 9 or Grade 10 who were not able to take the test during the national administration | N/A | N/A |

| CRITERIA | STATUS AS OF FY 2019 (7) | FY 2020 STATUS OF STREAMLINING EFFORTS (9) | REMARKS (10) |
|------------------------------------|--------------------------------|--|--|
| 1. Number of Steps | 5 steps | 11 steps | Please refer to 2020 Citizen's Charter |
| 2. Turnaround Time (TAT) | 6 days and 15 minutes | 7 days, 2hours 15 minutes | Compliant with the provisions of RA11032 of ARTA. NCAE is done thru online registration. All docs are sent |
| 3. Number of Signatures | 1 signature | 1 signature | via google forms. Increase in steps and payments are due to end-to-end mapping of the service including payment thru courier/Landbank. Increase in fee is due |
| 4. Number of Required Documents | 3 documents | 3 documents | to the shipping cost as BEA lessen the F2F transaction in light of the COVID-19 Pandemic. BEA-EAD maximized social media platform and Google forms to efficiently apply for the services <u>https://www.facebook.com/educationassessmentdivision</u> and <u>http://bit.ly/CORRequestForm,</u> <u>https://tinyurl.com/BEACORVerify</u> Increase in steps is due to the complete instructions to client thru an online registration and application of service. |
| 5. Transaction Costs | | 1 | |

| CRITERIA | STATUS AS OF FY 2019 (7) | FY 2020 STATUS OF STREAMLINING EFFORTS (9) | REMARKS (10) |
|--|--|---|---|
| 5.1 Primary transaction cost/fees | Php 200 – Graduated beyond 2006 Php 100 – Graduated before 2006 | Php 200 – Graduated beyond 2006 Php 100 – Graduated before 2006 Php 150 – Shipping fee | |
| 5.2 Other Transaction cost | N/A | N/A | |
| 6. Substantive Compliance Cost | N/A | N/A | |
| 7. Client/Citizen Satisfaction Result | 3.68 - Satisfied | N/A | The were no application for NCAE for walk-in examinee in 2020 |



Here's the website where online application is published:

https://www.facebook.com/educationassessmentdivision





I-click at i-download ang PEPT Registration Form mula sa link na ito: http://bit.ly/PEPTForm llagay ang kompleto at angkop na mga

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CY.

Mag-email sa pept.bea@deped.gov.ph at itanong ang proseso ng pagbabayad ng Php 200.00 registration fee.



impormasyon.

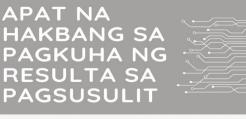
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mula sa pept.bea@deped.gov.ph tungkol sa isinagawang registration. Itinatayang nasa 7-10 working days ang pagproseso nito.

Maghintay ng email

Kapag nakapagbayad na, http://bit.lv/PEPTOnlineReg ang sinagutang form, proof of payment at iba pang kinakailangang dokumento.





Sa mga nais kumuha ng Test Certification / Certificate of Ratings (COR) ng Philippine Educational Placement Test (PEPT), Accreditation and Equivalency (A&E) Test, National Career Assessment Examination (NCAE), Qualifying Examination in Arabic Language and Islamic Studies (QEALIS), at Educational Management Test (EMT) sundin ang maa sumusunod:





BEA - Education Assessment Division June 11 · 🌣

APAT (4) NA HAKBANG SA PAGKUHA NG RESULTA SA PAGSUSULIT.

Sa mga nais kumuha ng Test Certification / Certificate of Ratings (COR) ng Philippine Educational Placement Test (PEPT), Accreditation and Equivalency (A&E) Test, National Career Assessment Examination (NCAE), Qualifying Examination in Arabic Language and Islamic Studies (QEALIS), at Educational Management Test (EMT) sundin ang mga sumusunod:

1. I-click at i-download ang COR request form sa link na ito: http://bit.ly /CORRequestForm.

2. Sagutan ang form at ilagay ang kompleto at angkop na mga impormasyon.

3. I-upload ang sinagutang form at iba pang kinakailangang dokumento sa link na ito: https://tinyurl.com/BEACORVerify

Tandaan na bukas lamang ito tuwing Lunes hanggang Biyernes maliban na lamang kung holiday.

4. Maghintay ng email mula sa DepEd-BEA tungkol sa ni-request na dokumento. Kung dalawang linggo na ay wala pang natatatanggap na email, mag-follow up sa verification.bea@deped.gov.ph.





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(1) NAME OF DEPARTMENT/AGENCY: DEPARTMENT OF EDUCATION

(2) NAME OF SERVICE: APPLICATION FOR PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)

FOR WALK-IN EXAMINEE THROUGH ONLINE REGISTRATION

(3) RESPONSIBLE DELIVERY UNITS / PROCESSING UNITS: EDUCATION ASSESSMENT DIVISION, BUREAU OF EDUCATION ASSESSMENT

| (4) Identified Client/Customer(s) | (5) Number of clients served in 2020 | (6) Volume of Transactions in 2020 |
|---|--------------------------------------|--|
| Learners from schools without a government permit; Learners from nonformal and informal education programs; Learners who have incomplete or no record of formal schooling; Learners with back subjects; Learners who need grade level standards assessment; Learners who are overage for their grade levels; | 2483 | 34804 |

| CRITERIA | STATUS AS OF FY 2019 (7) | FY 2020 STATUS OF STREAMLINING EFFORTS (9) | REMARKS (10) |
|--|---|--|--|
| 1. Number of Steps | 6 steps | 10 steps | Refer to 2020 Citizen's Charter |
| 2. Turnaround Time (TAT) | 6 days, 25 minutes | 6 days, 3 hours and 10 minutes | Compliant with the provisions of RA11032 of ARTA. PEPT is done thru online registration. All docs are sent |
| 3. Number of Signatures | 1 signature | 1 signature | via google forms. Increase in steps and payments are due to end-to-end mapping of the service including |
| Number of Required Documents | 4 documents; Registration Form can secured in EAD,BEA | 4 documents; Registration Form can be secured in EAD,BEA | payment thru courier/Landbank. Increase in fee is due to the shipping cost as BEA lessen the F2F transaction in light of the COVID-19 Pandemic. BEA-EAD maximized social media platform and Google forms to efficiently apply for the services <u>https://www.facebook.com/educationassessmentdivision</u> and <u>http://bit.ly/PEPTOnlineReg</u> Detailed instruction for the client to registration and application of service. |
| 5. Transaction Costs | | | · · · |
| 5.1 Primary transaction cost/fees | Php 200.00 | Php 200 registration fee Php 150.00 shipping fee | |

| CRITERIA | STATUS AS OF FY 2019 (7) | FY 2020 STATUS OF STREAMLINING EFFORTS (9) | REMARKS (10) |
|--|--------------------------------|---|---|
| 5.2 Other Transaction cost | N/A | N/A | |
| 6. Substantive Compliance Cost | N/A | N/A | |
| 7. Client/Citizen Satisfaction Result | 4.32 – Very Satisfied | 4 - Satisfied | For 2020, used the equivalent adjectival scale with description in MC 2020-1 from the AO25. |

Here's the website where

online application is published:

https://www.facebook.com/educationassessmentdivision http://bit.ly/PEPTOnlineReg

PEPT Form is downloadable online

| | | N | Republic of the Department of BUREAU OF EDUCAT | f Education | | pload the | accomp | olished form |
|------------------|--------------|------------------------|---|--------------------|------------------|---------------|--------|--------------|
| | PHII | | DUCATION | | | ENT | TE | ST |
| Name L. | | RE | GISTRAT | ION F | ORM | | | |
| of the Learne | Surname | | Firs | st Name | | | | MI |
| Mailin Addres | | | | - | Contact No. | | Age | Sex |
| Date of B | Birth (dd/mr | n/year ex. 04/11/2007) | LRN (if any) | | Date of Registra | ition | | |
| Email Ad | drace | | | Last Grade Level F | arrad | | | |
| CITION AC | 01033 | | | cust ondie ceven | 03300 | | | |
| Name of | School Last | Attended | | | | | | |
| | | | | | | | | |
| Address o | of School La | st Attended | | | | | | |
| | | | | | | | | |
| Examinat | tion Center/ | | CENTRAL OFFICE - BEA | | | Division Code | BFA-FA | D |



PEPT REGISTRATION

By accomplishing this Registration Form, the applicant hereby consents to the collection, processing, use, storage, and management of personal data by the Bureau of Education Assessment for the exclusive purpose of facilitating his/her application for the Philippine Educational Placement Test (PEPT).

Please ensure that you have a scanned copy of the following requirements before filing out this form:

1. School Record (SF9/F138 for elementary or SF10/Form 137 for high school)

- 2. Birth Certificate issued by PSA/NSO
- 3. Proof of Payment

4. Certificate of Ratings (for re-takers only)

5. 1x1 picture

6. Copy of School Permit/DepEd Recognition (for applicants from private schools)

Only registration for learners 15 years old and above shall be accommodated in compliance with IATF guidelines.

The name and photo associated with your Google account will be recorded when you upload files and submit this form

(1) NAME OF DEPARTMENT/AGENCY: DEPARTMENT OF EDUCATION (2) NAME OF SERVICE: ONLINE PROCESSING FOR VERIFICATION OF TEST RESULTS AND SECOND COPY OF CERTIFICATE OF RATING (COR) (3) RESPONSIBLE DELIVERY UNITS / PROCESSING UNITS: EDUCATION ASSESSMENT DIVISION, BUREAU OF EDUCATION ASSESSMENT

| (4) Identified Client/Customer(s) | (5) Number of clients served in 2020 | (6) Volume of Transactions in 2020 |
|---|--------------------------------------|------------------------------------|
| Individuals/ pupils who were takers of any of the National Tests who wishes | | |
| to secure a second copy of their certificates of ratings (COR) or those who | N/A | N/A |
| wish to verify test results. | | |

| CRITERIA | STATUS AS OF FY 2019 (7) | FY 2020 STATUS OF STREAMLINING EFFORTS (9) | REMARKS (10) |
|--|--------------------------------|---|--|
| 1. Number of Steps | N/A | 8 steps | Refer to 2020 Citizen's Charter. It was |
| 2. Turnaround Time (TAT) | N/A | 6 days, 3 hours 10 minutes | only declared in the 2020 charter. |
| 3. Number of Signatures | N/A | 1 signature | Compliant with the provision of RA11032 of ARTA. Prescribed processing time for Complex |
| Number of Required Documents | N/A | 1 document | transaction is no more than 7days and maximum of 3 signatures Service can be processed online thru https://tinyurl.com/BEACORVerify |
| 5. Transaction Costs | | | |
| 5.1 Primary transaction cost/fees | N/A | Pph50 – registration Php150 – shipping fee | |
| 5.2 Other Transaction cost | N/A | N/A | |
| 6. Substantive Compliance Cost | N/A | N/A | |
| 7. Client/Citizen Satisfaction Result | N/A | N/A | CCSS not yet conducted for new services declared under CC 2020. |

This COR Request Form is open only every Monday-Friday except holidays. Please be guided accordingly.

REQUEST FOR VERIFICATION OF TEST RESULTS AND SECOND COPY OF CERTIFICATE OF RATINGS

Data Privacy Clause: By accomplishing this Verification/COR Request Form, the applicant hereby consents to the collection, processing and storing of personal data by the Bureau of Education Assessment for the exclusive purpose of facilitating the transaction that he/she requested.

This form is intended for utilization of learners requesting for second copy of Certificate of Rating and entities requesting for verification of test results administered by the Department of Education-Bureau of Education Assessment.

The name and photo associated with your Google account will be recorded when you upload files and submit this form

Here's the website for the request for verification of Test Results and Second Copy of Certificate of Ratings: <u>https://tinyurl.com/BEACORVerify</u>

Name of Department/Agency: DEPARTMENT OF EDUCATION
 Name of Service: PROVISION OF DEPED TV EPISODES TO LEARNERS
 Responsible Delivery Units / Processing Units: ICTS – EDUCATION TECHNOLOGY UNIT

| (4) Identified Client/Customer(s) | (5) Number of clients served in 2020 | (6) Volume of Transactions in 2020 |
|-----------------------------------|--------------------------------------|------------------------------------|
| G2C – Government to Client | 27.7Million | N/A |
| G2G – Government to Government | Learners Nationwide; around | |
| | 871,462 Teachers Nationwide | |

| CRITERIA | STATUS AS OF FY 2019 (7) | FY 2020 STATUS OF STREAMLINING EFFORTS (9) | REMARKS (10) |
|---------------------------------------|--------------------------------|--|--|
| 1. Number of Steps | N/A | 24 steps | The production requirement in the development of instructional videos |
| 2. Turnaround Time (TAT) | N/A | 30 days | requires numerous numbers of days to create a world-class television |
| 3. Number of Signatures | N/A | Maximum of 3 signatures per DepEd governance level | episode that has complete special effects, animation, original musicality, cut to cut of videos, scripting and quality assurance. |
| 4. Number of Required Documents | N/A | None | Process is written in DepEd Citizen's Charter. It is one of the major innovation and transition of DepEd from face-to-face classes to distance learning brough about by COVID-19 Pandemic. Pls refer to The Basic Education Learning Continuity Plan in Time of COVID-19 as supporting documents. |
| 5. Transaction Costs | | | |
| 5.1 Primary transaction cost/fees | N/A | None | |
| 5.2 Other Transaction cost | N/A | None | |
| 6. Substantive Compliance Cost | N/A | None | |
| 7. Client/Citizen Satisfaction Result | N/A | None * CCSS not yet conducted | As part of BE-LCP, Development & Production of TV Episodes cover all |

| CRITERIA | STATUS AS OF FY 2019 (7) | FY 2020 STATUS OF STREAMLINING EFFORTS (9) | REMARKS (10) |
|----------|--------------------------------|--|---|
| | | for new services declared. BE-LCP was implemented upon the opening of School Year 2020-2021 on August 24, 2020 | governance level from CO down to Regions, Divisions Offices and School to be able to produce quality instructional videos. |

*Provision of TV Episodes to Learners as instructional videos was the DepEd response to the challenges posed by COVID-19 pandemic. The agency committed to continue the education whatever changes and even dangers confront now and in the future. DepEd embarked on the development of the BE-LCP to enable learners of basic education to continue learning and for teachers to be able to deliver instruction in a safe work and learning environment amid the threat of COVID-19.

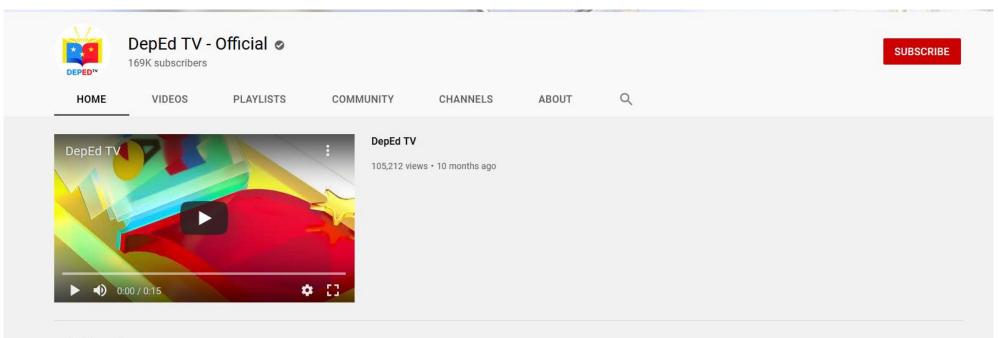
Objectives of BE-LCP:

- 1. Protect the health, safety and well-being of learners, teachers and personnel, and prevent the further transmission of COVID-19;
- 2. Ensure learning continuity through K-12 curriculum adjustments, alignment of learning materials, deployment of multiple learning delivery modalities, provision of corresponding training for teachers and school leaders, and proper orientation of parents or guardians of learners;
- 3. Facilitate the safe return of teaching and non-teaching personnel and learners to workplaces and schools, taking into consideration the scenarios projected by the Department of Health (DOH) and the Inter-Agency Task Force for the Management of Emerging Infectious Diseases in the Philippines (IATF), complemented by other credible sources, and balanced with DepEd's own risk assessments.
- 4. Be sensitive to equity considerations and concerns, and endeavor to address them the best we can; and

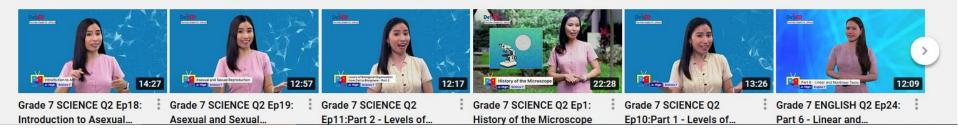
5. Link and bridge the BE-LCP to DepEd's pivot to quality and into the future of education, under the framework of Sulong EduKalidad and Futures Thinking in Education.

Here is the link for DepEd TV Episodes for the Public – Learners, Teachers and General Public:

https://www.youtube.com/c/DepEdTV



Uploads PLAY ALL



Prepared by:

CHARLES CEDRICK C. MAGHIRANG

Project Development Officer IV Officer-in-Charge, Organization Effectiveness August 24, 2021

Date

Certified by:

Approved by:

WILFREDO E. CABRAL

Regional Director, DepEd NCR and Officer-in-Charge, Office of the Undersecretary Human Resource and Organizational Development August 24, 2021 LEONOR MAGTOLIS BRIONES Department Secretary

August 24, 2021 Date