

11. Request for Basic Education Data

This service provides official access to DepEd basic education data — including enrollment certifications; district-level master lists of schools and school heads with contact details; teacher inventories; and key performance indicators — for legitimate use by school districts, public/private schools, researchers, and other authorized requestors. Requests must state purpose and be submitted through prescribed channels. Release of data follows the Data Privacy Act of 2012, its IRR, and FOI rules to ensure lawful, secure, and appropriate disclosure.

Office or Division:	School Governance and Operations Division - Planning and Research Unit			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen) G2B (Government to Business) G2G (Government to Government)			
Who may avail:	Stakeholders requesting basic education data			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirement				
Letter Request addressed to the Schools Division Superintendent – One (1) original and one (1) photocopy		Client		
For researchers				
Endorsement Letter from the Thesis Adviser or Dean of College/Principal - 1 Copy photocopy		Originating school		
For authorized representative				
Authorization Letter – One (1) Original Copy		Client		
Identification Card - One (1) photocopy of any government-issued valid ID of the requesting person , which may include, but is not limited to, the following: <ul style="list-style-type: none"> • Philippine ID • Passport • Driver's License • Professional Regulation Commission (PRC) ID • Philippine Postal ID • Recent School ID (<i>for student</i>) 		Client		
Identification Card - One (1) photocopy of any government-issued valid ID of the authorized person , which may include, but is not limited to, the following: <ul style="list-style-type: none"> • Philippine ID • Passport • Driver's License • Professional Regulation Commission (PRC) ID • Philippine Postal ID 		Authorized Representative of the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit letter request addressed to the Schools Division Superintendent (SDS) (attn: Planning Officer) either through walk-in or through the SDO's official email address	1.1 Receive and acknowledge the letter request from the client (walk in or via email) <i>Note: Inform the Client that s/he will be notified once the requested data is available</i>	None	10 minutes	Administrative Officer IV-Records Unit
	1.2 Forward the letter request to the SDS	None	5 minutes	Administrative Officer IV-Records Unit
	1.3 Review and evaluate the request in consideration of the Data Privacy Act and Freedom of Information guidelines, and forward to Chief, SGOD for appropriate action	None	4 hours	Schools Division Superintendent
	1.4 Refer the letter request to the Planning Officer	None	5 minutes	Chief, School Governance and Operations Division
	1.5 Undertake the necessary action in response to the approved request	None	2 days	Planning Officer, School Governance and Operations Division
	1.6 Prepare the transmittal letter and required attachment for review of the SGOD Chief.	None	30 minutes	Planning Officer, School Governance and Operations Division
	1.7 Review the transmittal letter and the attachment for the SDS's signature	None	10 minutes	Chief, School Governance and Operations Division
	1.8 Sign the document, then refer to Record Section for release	None	1 hour	Schools Division Superintendent

	1.9 Inform the Client on the availability of requested data	None	10 minutes	Planning Officer, SGOD
	1.10. Release the document to the client	None	5 minutes	Administrative Officer IV-Records Unit
TOTAL:		None	2 days, 6 hours, 17 minutes	