



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OFFICE OF GENERAL TRIAS CITY  
LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL  
PHASE VI, WELLINGTON PLACE, PASONG CAMACHILE II, GENERAL TRIAS CITY, CAVITE

## PROJECT STREAMLINE

**SYSTEMATIC TRACKING, RECORDING, EFFICIENT ALLOCATION, MANAGEMENT, LOGISTICS, INSPECTION, AND NEAT BUDGET EXECUTION)**  
ONE DEPED, ONE QMS

### I. BRIEF DESCRIPTION

Project STREAMLINE is an initiative aimed at enhancing overall organizational processes, with a specific focus on improving the efficiency and effectiveness of document management at Luis Y. Ferrer Jr. North National High School. This project will establish a standardized framework for handling, storing, and retrieving documents, ensuring they are managed according to best practices.

### II. RATIONALE

The Department of Education manages a vast array of documents, including memos, reports, budgets, and records that are crucial for its operations, however, the current system often struggles with inefficiencies such as misplaced documents, inconsistent record-keeping, and time-consuming retrieval processes. These challenges can lead to delays, errors, and a lack of accountability.

Project STREAMLINE addresses these issues by digitizing records and introducing a systematic document management approach. This will enhance policy compliance, transparency, and administrative efficiency, aligning with the department's "One DepEd, One QMS" vision for a more organized and responsive education system.

### III. OBJECTIVES

Project streamline aims to:

1. centralize digital and physical storage to ensure quick and easy access to all official documents;
2. align document management with quality standards to improve overall effectiveness and reduce delays;
3. align document management practices with DepEd's QMS initiatives to enhance overall organizational performance.



**Address:** Phase VI, Wellington Place, Pasong Camachile II, Trias City, Cavite, Philippines 4107

**Contact Numbers:** (046) 884-15-68 / 09177146495

**Email Address:** [307823@deped.gov.ph](mailto:307823@deped.gov.ph)

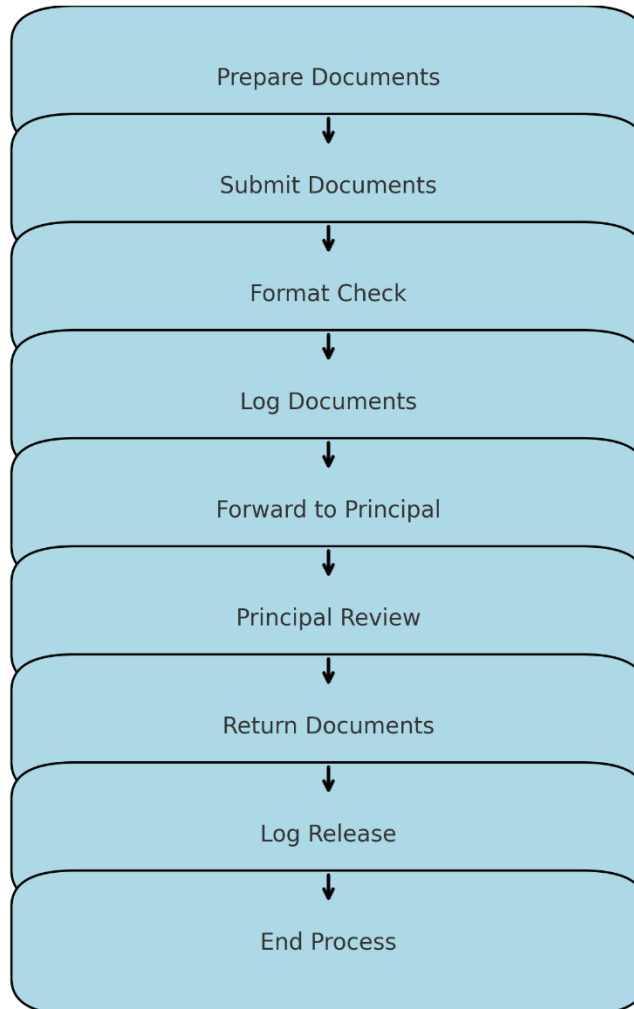
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**FLOWCHART OF DOCUMENT SUBMISSION IN SCHOOL**





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**SYSTEMATIC PROCESS OF DOCUMENT SUBMISSION IN SCHOOL**

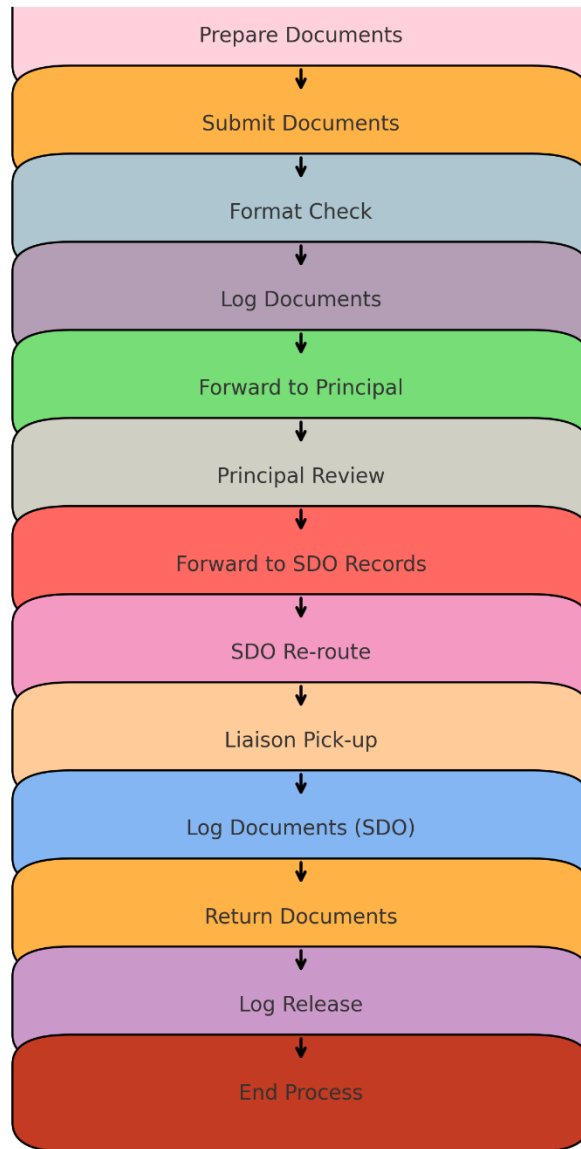
<b>Step-by-Step Process</b>	<b>Time Estimate</b>
<b>Prepare Documents:</b> Create three copies of the document (School, Personal, SBM copy).	10-15 minutes
<b>Submit Documents:</b> Submit the documents to the Records Section.	5-10 minutes
<b>Format Check:</b> The records custodian checks the format and template for accuracy.	5-10 minutes
<b>Log Documents:</b> The records custodian logs the documents in the tracking system.	5 minutes
<b>Forward to Principal:</b> The records custodian forwards the documents to the principal.	5 minutes
<b>Principal Review:</b> The principal reviews and signs the documents if approved.	1-2 days <i>(depending on the principal's schedule)</i>
<b>Return Documents:</b> The records custodian returns the signed documents to the owner.	5-10 minutes
<b>Log Release:</b> The responsible personnel log the release of the signed documents.	5 minutes
<b>End Process.</b>	-





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**FLOWCHART OF DOCUMENT SUBMISSION TO SDO**





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### SYSTEMATIC PROCESS OF DOCUMENT SUBMISSION TO SDO

Step-by-Step Process	Time Estimate
<b>Prepare Documents:</b> Create three copies of the document (School, Personal, SBM copy).	10-15 minutes
<b>Submit Documents:</b> Submit the documents to the Records Section of the school.	5-10 minutes
<b>Format Check:</b> The records custodian checks the format and template for accuracy.	5-10 minutes
<b>Log Documents:</b> The records custodian logs the documents in the designated tracking system.	5 minutes
<b>Forward to Principal:</b> The records custodian forwards the documents to the principal.	5 minutes
<b>Principal Review:</b> The principal reviews and signs the documents to recommend approval.	5 minutes
<b>Forward to SDO Records:</b> The liaison officer or authorized personnel will submit the documents to the Division office.	1 hour
<b>SDO Re-route:</b> The SDO Records personnel re-route the documents for the signature of applicable signatories.	1-2 days <i>(depending on the signatory/ies schedule)</i>
<b>Liaison Pick-up:</b> The liaison will pick-up the signed documents from SDO Records.	1 hour
<b>Log Documents:</b> The records custodian logs the documents released by the SDO Records in the designated tracking system.	5 minutes
<b>Return Documents:</b> The records custodian returns the signed documents to the owner.	5-10 minutes
<b>Log Release:</b> The responsible personnel log the release of the signed documents.	5 minutes
<b>End Process.</b>	-

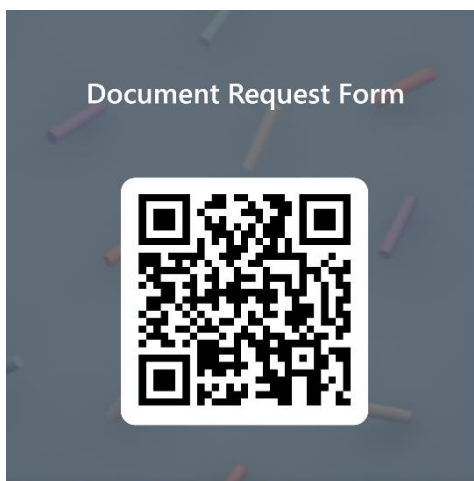




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**SYSTEMATIC PROCESS OF ONLINE REQUEST OF DOCUMENTS**

<b>Step-by-Step Process</b>	<b>Time Estimate</b>
<b>Scan QR Code:</b> User scans the QR code provided.	1 minute
<b>Open Microsoft Form:</b> The QR code directs the user to the Microsoft Form for document requests.	1 minute
<b>Authenticate User:</b> User logs in with Microsoft credentials (if required).	2 minutes
<b>Fill Request Form:</b> User fills out the form, providing details like name, document type, and other necessary information.	5 minutes
<b>Submit Request:</b> User submits the completed Microsoft Form.	1 minute
<b>Confirmation Message:</b> The system displays a confirmation message with request details and a reference number.	Immediate
<b>Process Request:</b> The administrative team receives the form responses and processes the document request.	1-3 working days <i>(depending on the document and administrative workflow)</i>
<b>Notification Sent:</b> User receives a notification (email/SMS) that the document is ready for download or pick-up.	Immediate upon document readiness
<b>Download/Collect Document:</b> User downloads the document from a provided link or collects it in person.	2-5 minutes
<b>End Process</b>	-





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**SCAN THIS QR CODE TO ACCESS DOCUMENT TRACKING SHEET OF LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL**



*Prepared by:*

**ANGEL MAE E. PLATA**  
Administrative Assistant II

*Noted by:*

**NANETH P. SALVADOR, EdD**  
Principal I

