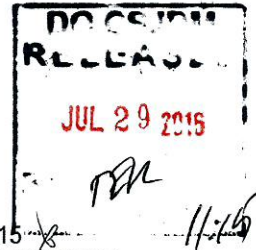




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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July 28, 2016

DIVISION MEMORANDUM
No. 126, s. 2016

INSTITUTIONALIZATION OF PROJECT SUPERF (Speed Upgrading of Position through Equivalent Record Form) IN THE SCHOOLS DIVISION OFFICE

To: Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Unit Heads
All Others Concerned

1. In line with the DepEd vision of continuously improving itself to better serve its stakeholders, the Continuous Improvement (CI) team comes up with the Project SUPERF (Speed Upgrading of Position through Equivalent Record Form) with the objective of reducing the processing time of ERF documents from 32 days to 10 days as indicated in the attached process flow
2. Findings show that there is great improvement in the processing time from 32 days to 9 days in the pilot testing thus, the Schools Division Office announces the adoption of the identified solutions and institutionalization of the project effective August 1, 2016.
3. To ensure the sustainability of the project, monthly monitoring on its implementation shall be conducted by the CI Team using the attached monitoring tool.
4. For immediate dissemination and compliance.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

Process Flow of Project SUPERF

Records Personnel	HRMO	AO	SDS
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