



**DIVISION MEMORANDUM**  
NO. 72 s. 2020

To: Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Elementary and Secondary School Heads  
Public and Private Schools  
This Division

From: *aw.* **AGUSTINES E. CEPE, CESO V**

Date: February 27, 2020

Subject: **PROCESS FLOW IN THE PROVISION OF REQUESTED DATA  
AND TECHNICAL ASSISTANCE FROM THE PLANNING  
SECTION**

1. To establish effective practices aimed at the efficient turnaround in the delivery of services, this Office informs all concerned personnel on the Process Flow in the Provision of Requested Data and Technical Assistance from the Planning Section.
2. Division data available from the Planning Section are the following:
  - a. Educational resources; and
  - b. Key Performance Indicators.
3. Technical assistance provided by the Planning Section are the following:
  - a. Online systems account management;
  - b. Approval of requests at the Division level;
  - c. Issues for escalation to Regional and Central Offices; and
  - d. Other system-related concerns.
4. Requesting Parties are directed to fill-out the request slip from the Receiving Personnel (for walk-ins) or through this link <https://tinyurl.com/PSRequestSlip> (for online requests).
5. All requested data are covered by Data Privacy Act of 2012. Hence, the Office has the right to refuse release of information that violate the provisions of R.A. 10173.
6. A completion slip must be filled out by requesting parties at the Releasing Office or through this link <https://tinyurl.com/PSCompletionSlip> once the transaction is completed.
7. For immediate dissemination, guidance and compliance.





Enclosure No. 1

