

## PROVISION OF CASH INCENTIVES TO PUBLIC SCHOOL STUDENTS REPRESENTING QUEZON CITY FOR OUTSTANDING PERFORMANCE IN COMPETITIONS.

The Quezon City Government provides cash incentives in recognition of the excellent performance of students in regional, national, and international competitions.

<b>Office or Division:</b>	Education Affairs Unit (EAU)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Schools Division Office – Quezon City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request for cash incentive addressed to the Schools Division Superintendent (1 original, 1 photocopy)		School Head's Office – School Head		
DepEd Advisory/Memorandum (1 original, 1 photocopy)		Department of Education website		
Proof of Award (1 original, 1 photocopy)		Event host		
Information about the competition and the award received (1 original, 1 photocopy)		Event host		
Endorsement from the SDO (1 original, 1 photocopy)		Schools Division Office – Schools Division Superintendent		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request with complete requirements to the Education Affairs Unit no later than four (4) weeks after the date of the competition.	1. Log the received documents and submit to the Unit Head for review		<b>5 minutes</b>	<i>Staff</i> Education Affairs Unit  <i>Head</i> Education Affairs Unit
	2. After careful review, the EAU shall request from the City Budget Department a certificate of		<b>5 days</b>	

	availability of funds per request for cash incentive.			
	3. The EAU shall submit to the Office of the City Mayor its recommendation		<b>5 days</b>	
2. The Schools Division Office shall be responsible in informing the requesting party of the status of its request.	4. The EAU shall inform the Schools Division Office of the status of requests upon endorsement from the Office of the City Mayor.		<b>1 day</b>	
<b>TOTAL:</b>		None	<b>11 days and 5 minutes</b>	