



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, SGOD/OIC of CID
Heads of All Public and Private Elementary and Secondary Schools
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **SERVICE ON WHEELS (SOW) IN THE SCHOOLS DIVISION
OF MARINDUQUE**

DATE: August 1, 2023

1. The Schools Division of Marinduque shall host the launching of MIMAROPA Service on Wheels on August 9, 2023 at the Marinduque National High School. This will coincide with the Regional Brigada Eskwela Kick-off Program.
2. Service On Wheels (SOW) aims to bring various services of DepEd Regional Office and other government agencies closer to teaching and non-teaching personnel of the Division.
3. Aside from the services to be provided by the Regional Office, this Office through the School Governance and Operations Division invited other agencies such as the Government Service Insurance System (GSIS), Philippine Health Insurance Corporation (PhilHealth), Pag-IBIG Fund, Philippine Statistics Authority (PSA), Philippine Red Cross (PRC), Integrated Bar of the Philippines (IBP) - Marinduque Chapter, and the Provincial Health Office (PHO) for other relevant assistance.
4. Considering the said project, service desks shall be set up on August 9 – 10 from eight o'clock in the morning till five o'clock in the afternoon in the above-mentioned school.
5. Teaching and Non-teaching personnel are invited to avail of the services of these offices. They should bring with them relevant documents to facilitate the processing of their requested transactions. A request form may be accomplished through the link <https://shorturl.at/ewHTO> to indicate the services that they wish to avail of.

*"DepED Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*

SocMob/MMM



Malusak, Boac, Marinduque

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6. Attached is the list of available services to be provided in SOW. For queries and related concerns, please contact the SGOD – SM&N Section through mobile number 0939-405-8418 or 0977-739-2026.

7. Wide and immediate dissemination of the contents of this Memorandum is desired.

**LIST OF AVAILABLE SERVICES TO BE PROVIDED IN
SERVICE ON WHEELS (SOW)**

**Regional
Office**

- ERF Evaluation
- Request for Transfer
- Request for Travel
- Request for Certificate of Last Payment
- Request for Certificate of Remittance for Mandatory Deductions (GSIS, Pag-ibig and Phil Health)
- Application for Retirement
- Certification for Retirement
- Certification Authentication and Verification (CAV)
- Request for Certificate of No Pending Case
- Request for Correction of School Records
- Issuance of Certificate of NEAP Training
- Application for Public and Private Schools
- Application for Renewal of Permit (Public and Private Schools)
- Application for Additional Courses for SHS
- Request for Establishment, Merging, Conversion and Naming/Renaming of Public Schools, and Separation of School Annexes in Basic Education
- Request for Government Permit
- Recognition of Private Schools

**Pag-IBIG
Fund**

- Update of Records
- Transfer of Records
- Loyalty Card Enrolment

PhilHealth

- Processing of Membership Registration
- Updating of Records
- Request of PhilHealth ID

IBP

- Legal Advice
- Notarial Service

GSIS

- eCard Enrollment
- eCard Release
- Loan Application (over the counter)
- Annual Pensioner's Information Revalidation (APIR) (over-the-counter transaction)
- Inquiry (Benefits, Loans and other GSIS concerns)
- Update of Records
- Transfer of Records
- Mobile acceptance services (application for PSA copy of Civil Registry)