



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

DEC 15 2023

**DIVISION MEMORANDUM**  
No. 415, s. 2023

**SUBMISSION OF CLIENT SATISFACTION MEASUREMENT (CSM) RESULTS  
FOR FISCAL YEAR 2023**

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

1. This Office disseminates the herein attached Memorandum from the Public Affairs Service of the Department of Education re: Submission of Client Satisfaction Measurement (CSM) Result for Fiscal Year 2023.
2. Attention is invited to Sections **e** and **f** of the said Memorandum and to the deadline of submission.
3. Wide dissemination of and strict compliance to this Memorandum is enjoined.

**CAROLINA S. VIOLETA, EdD, CESO VI**  
Schools Division Superintendent

To be included in the Perpetual Index  
Under the following:  
CLIENT SATISFACTION



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**MEMORANDUM**

TO : **Regional Directors  
Schools Divisions Superintendent  
School Heads  
All Others Concerned**

ATTN : **Regional Public Assistance Coordinators  
Division Public Assistance Coordinators**

FROM : **ATTY. MICHAEL WESLEY T. POA**  
Undersecretary and Chief of Staff

**JASON V. MERCENE**  
Supervising Administrative Officer  
Officer-in-Charge, Office of the Director  
Public Affairs Service

SUBJECT : **SUBMISSION OF CLIENT SATISFACTION MEASUREMENT  
(CSM) RESULTS FOR FISCAL YEAR 2023**

DATE : December 11, 2023

**All Regional Offices (ROs), Schools Division Offices (SDOs), and schools are requested to submit their FY 2023 Client Satisfaction Mechanism (CSM) Results for services declared in the DepEd Citizen's Charter<sup>1</sup> to the Public Affairs Service – Public Assistance Action Center (PAS-PAAC) on or before December 29, 2023.**

This is pursuant to Memorandum Circular (MC) No. 2019-002-A titled *"Supplemental Guidelines on Anti-Red Tape Authority (ARTA) Memorandum Circular No. 2019-002 or the Guidelines on the Implementation of the Citizen's Charter in Compliance with Republic Act 11032, Otherwise Known as the "Ease of Doing*

<sup>1</sup> DepEd Citizen's Charter: <https://www.deped.gov.ph/wp-content/uploads/DepEd-Citizens-Charter-2022.pdf>



Communications Division, DepEd Complex, Meralco Avenue, Pasig City 1600  
Telephone No.: (02) 6316033/ 6332120





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*Business and Efficient Government Service Delivery Act of 2018,” and its Implementing Rules and Regulations* which states that all government agencies shall submit their Client Satisfaction Measurement (CSM) report every year.

Additionally, ARTA Memorandum Circular (MC) No. 2022-05 titled “*Guidelines on the Implementation of the Harmonized Client Satisfaction Measurement*” provides the harmonized CSM tool that will enable government agencies to assess the overall satisfaction and feedback of their clients on the service they availed. The implementation of the CSM Form was further reiterated in DepEd through DM-OUHROD-2023-0930 titled “*Implementation of the Client Satisfaction Measurement (CSM) Form Prescribed by the Anti-Red Tape Authority*” issued on July 12, 2023.

To aid in the preparation of the FY 2023 CSM Results, all concerned are reminded of the following:

- Results shall be reported for both the external and internal services specified in Annex A of this memorandum. These services declared in the DepEd Citizen’s Charter represent the services most common in each governance level.
- Results shall be culled from the ARTA-prescribed CSM Form, as implemented in DepEd through DM-OUHROD-2023-0930.

However, CSM results obtained from previous feedback forms, e.g. old DepEd CCSS Form, may still be included in the submission. Kindly refer to the provided conversion for reference:

PREVIOUS CSM FORM		ARTA-PRESCRIBED CSM FORM
5-Point Likert Scale		
5	Outstanding	Strongly Agree
4	Very Satisfied	Agree
3	Satisfied	Neither Agree nor Disagree
2	Unsatisfied	Disagree
1	Poor	Strongly Disagree
Service Quality Dimensions		
Considered as N/A since this has no counterpart in the previous feedback form.		SQD0
Responsiveness		SQD1
Reliability		SQD2
Access and Facilities		SQD3
Communication		SQD4





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Costs	SQD5
Integrity	SQD6
Assurance	SQD7
Outcome	SQD8

- c. The CSM Results shall cover feedback received from both online and hard copies of the CSM Forms. Offices that have not yet encoded client feedback from the CSM Form hard copies may use the template that can be downloaded through the link: <https://bit.ly/CSMResultsTemplate>. Note that the template provided shall only be used internally by the RO/SDO/school and shall not be submitted to the PAAC.
- d. The Regional Public Assistance Coordinators (RPACs) and Division Public Assistance Coordinators (DPACs) shall be in-charge of gathering and submitting the CSM Results from the concerned units. Thus, each RO and SDO shall submit only **ONE** (1) Consolidated CSM Result (covering all concerned units) to the PAAC. There shall likewise be only one (1) CSM Result per school. Annex B includes the information needed for the report.
- e. Only submissions to PAAC through the links provided shall be considered in crafting the DepEd-wide FY 2023 CSM Report.

GOVERNANCE LEVEL	OFFICE	LINK
Regional Office	<ul style="list-style-type: none"><li>Accounting Section</li><li>Budget Section</li><li>Cash Section</li><li>Curriculum and Learning Management Division</li></ul>	<a href="https://bit.ly/DepEd2023CSM_RO_A">https://bit.ly/DepEd2023CSM_RO_A</a>
	<ul style="list-style-type: none"><li>Human Resource and Development Division</li><li>Legal Unit</li><li>National Educators Academy of the Philippines – Regional Office</li></ul>	<a href="https://bit.ly/DepEd2023CSM_RO_B">https://bit.ly/DepEd2023CSM_RO_B</a>





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	<ul style="list-style-type: none"> <li>• Policy, Planning and Research Division</li> </ul>	
	<ul style="list-style-type: none"> <li>• Office of the Regional Director</li> <li>• Personnel Section</li> </ul>	<a href="https://bit.ly/DepEd2023CSM_RO_C">https://bit.ly/DepEd2023CSM_RO_C</a>
	<ul style="list-style-type: none"> <li>• Public Affairs Unit</li> <li>• Quality Assurance Division</li> <li>• Records Section</li> </ul>	<a href="https://bit.ly/DepEd2023CSM_RO_D">https://bit.ly/DepEd2023CSM_RO_D</a>
Schools Division Office	<ul style="list-style-type: none"> <li>• Budget Unit</li> <li>• Cash Unit</li> <li>• Information and Communications Technology Unit</li> <li>• Legal Unit</li> </ul>	<a href="https://bit.ly/DepEd2023CSM_SDO_A">https://bit.ly/DepEd2023CSM_SDO_A</a>
	<ul style="list-style-type: none"> <li>• Office of the Schools Division Superintendent</li> <li>• Personnel Unit</li> </ul>	<a href="https://bit.ly/DepEd2023CSM_SDO_B">https://bit.ly/DepEd2023CSM_SDO_B</a>
	<ul style="list-style-type: none"> <li>• Property and Supply</li> <li>• Records Unit</li> <li>• Curriculum Implementation Division</li> </ul>	<a href="https://bit.ly/DepEd2023CSM_SDO_C">https://bit.ly/DepEd2023CSM_SDO_C</a>
	<ul style="list-style-type: none"> <li>• SGOD - Planning and Research Section</li> <li>• SGOD - School Management, Monitoring, and Evaluation Section</li> </ul>	<a href="https://bit.ly/DepEd2023CSM_SDO_D">https://bit.ly/DepEd2023CSM_SDO_D</a>
Schools (External Services)		<a href="https://bit.ly/DepEd2023CSM_ExtSchools">https://bit.ly/DepEd2023CSM_ExtSchools</a>
Schools (Internal Services)		<a href="https://bit.ly/DepEd2023CSM_IntSchools">https://bit.ly/DepEd2023CSM_IntSchools</a>





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- f. RPACs, DPACs, and schools shall upload a Memorandum (Annex C) signed by the Regional Director / Schools Division Superintendent / School Head to ensure the truth, accuracy, and completeness of the CSM Results.
- g. Email or hard copy submissions shall NOT be recorded by the PAAC. Likewise, any misrepresentation, discrepancy, or duplication in the data or consolidated submission may result in tagging the RO/SDO/school as non-compliant to this requirement.
- h. ROs, SDOs, and schools are not allowed to submit their report directly to the ARTA or any oversight agency.

It shall be highlighted that the submission of the CSM Report is also part of the Agency Accountabilities as stated in MC No. 2023-1 titled “Guidelines on the Grant of the Performance-Based Bonus (PBB) for FY 2023 Under Executive Order (EO) No. 80, s. 2012 and EO No. 201, s. 2016.” **Thus, if DepEd is deemed eligible for the grant of the FY 2023 PBB, non-compliance to the submission of the CSM Report will result in the isolation from the grant of the PBB payout.**

Likewise, all offices are reminded to safeguard the soft and hard copies of the CSM Forms and uphold integrity in the preparation of CSM Report since 4.8.2 of ARTA MC 2022-05 states that “The ARTA reserves the right to request proof of the survey results, including the answered paper surveys and the Excel file of the aggregated data”.

For more information, please contact Ms. Grazielle Anne A. Sarical or Ms. Ariane G. Llegado, PAS-PAAC, through the following:

Email address: [depedactioncenter@deped.gov.ph](mailto:depedactioncenter@deped.gov.ph)

Phone numbers: 8638-7530, 8633-1942

Viber mobile number: 09672498552

Immediate dissemination of and strict compliance with this issuance is directed.

Enclosures:

Annex A: External Services to be Reported for the CSM

Annex B: Preparation of Consolidated CSM Report

Annex C: Transmittal Memo Template

MC No. 2019-002-A

MC No. 2022-05

MC No. 2023-1

DM-OUHROD-2023-0930



Communications Division, DepEd Complex, Meralco Avenue, Pasig City 1600  
Telephone No.: (02) 6316033/ 6332120



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**Annex A: External and Internal Services to be Reported for the CSM**

CSM Results shall be reported for both the external and internal services specified in Annex A of this memorandum. These services declared in the DepEd Citizen's Charter represent the services most common in each governance level. Offices shall briefly discuss their response rate results and provide reason/s why certain services were not offered or why certain services had no/low CSM responses, as applicable.

**Regional Offices**

External Services	Internal Services	RO Unit
N/A	1. Certification as to Availability of Funds 2. Endorsement of Request for Cash Allocation from SDOs	Accounting Section
N/A	3. Disbursement Updating 4. Downloading/ Fund Transfers of SAROs received from Central Office to Schools Division Office and Implementing Units 5. Letter of Acceptance for Downloaded Funds 6. Obligation of Expenditure (Incurrence of Obligation Charged to Approved Budget Allocation per GAARD and Other Budget Laws/Authority) 7. Processing of Budget Utilization Request & Status (BURS)	Budget Section
1. Payment of External and Internal Claims 2. Payment of Obligation	8. Handling of Cash Advances	Cash Section
3. Access to LRMDs Portal 4. Procedure for the Use of LRMDs Computers	N/A	Curriculum and Learning Management Division
N/A	9. Rewards and Recognition	Human Resource and



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		Development Division
5. Legal Assistance to Walk-in Clients 6. Request for Correction of Entries in School Record	10. Processing of communication received through the Public Assistance Action Center (PAAC) 11. Request for Certification as to the Pendency or Non-Pendency of an Administrative Case	Legal Unit
7. Recognition of Professional Development Programs / Courses	N/A	National Educators Academy of the Philippines – Regional Office
8. Issuance of Foreign Travel Authority 8.1. Issuance of Foreign Official Travel Authority 8.2. Issuance of Foreign Personal Travel Authority	N/A	Office of the Regional Director
9. Acceptance of Employment Application (Walk-in) 10. Acceptance of Employment Application (Online) 11. Issuance of Certificate of Last Payment	12. Application for Leave 13. Application for Retirement / Survivorship / Disability Benefit 14. Issuance of Certificate for Remittances 15. Issuance of Certificate of Employment and/or Service Record 16. Issuance of Foreign Travel Authority 16.1. Issuance of Foreign Official Travel Authority 16.2. Issuance of Foreign Personal Travel Authority 17. Processing of Equivalent Record Form (ERF) 18. Processing of Study Leave 19. Processing of Terminal Leave Benefits	Personnel Section





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	20. Request for Transfer from Another Region 21. Stoppage/Deletion of Deductions in the Payroll (Loans and Insurances)	
12. Generation of School IDs for New Schools and/or Adding or Updating of SHS Program Offering 13. Request for Reversion	N/A	Policy, Planning and Research Division
14. Public assistance (Email) 15. Public assistance (Hotline and Walk-in) 16. Standard Freedom of Information request	N/A	Public Affairs Unit
17. Application for Opening/Additional Offering of SHS Program for Private Schools 18. Application for Tuition and Other School Fees (TOSF), No Increase, and Proposed New Fees of Private Schools 19. Issuance of Special Orders for the Graduation of Private School Learners	22. Application for Establishment, Merging, Conversion, and Naming/Renaming of Public Schools and Separation of Public Schools	Quality Assurance Division
20. Certification, Authentication, and Verification 21. Issuance of Requested Documents (CTC and Photocopy of Documents) 22. Issuance of Requested Documents (Non-CTC) 23. Receiving of Communication 24. Receiving of Complaint	N/A	Records Section



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**Schools Division Offices**

External Services	Internal Services	SDO Unit
N/A	1. Processing of ORS 2. Posting/Updating of Disbursement	Budget Unit
N/A	3. Handling of Cash Advances	Cash Unit
N/A	4. User Account Management for Centrally Managed Systems 5. Troubleshooting of ICT Equipment 6. Uploading of Publications	Information and Communications Technology Unit
1. Request for Correction of Entries in School Record	7. Issuance of Certificate of No Pending Case	Legal Unit
N/A	8.1 Issuance of Foreign Official Travel Authority 8.2. Issuance of Foreign Personal Travel Authority	Office of the Schools Division Superintendent
2. Acceptance of Employment Application (Teaching Position) 3. Acceptance of Employment Application (Non-Teaching and Teaching-related Positions - (promotion and entry)	9. Application for ERF (Equivalent Record Form) 10. Application for Leave 11. Application for Retirement 12. Issuance of Certificate of Employment 13. Issuance of Service Record 14. Loan Approval and Verification 15. Processing of Appointment (Original, Reemployment, Reappointment, Promotion and Transfer)	Personnel Unit



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	16. Processing of Terminal Leave Benefits 17. Request for Correction of Name and Change of Status	
4. Inspection, Acceptance, and Distribution of Textbooks, Supplies, and Equipment	18. Requisition and Issuance of Supplies 19. Property and Equipment Clearance Signing	Property and Supply
5. Issuance of Requested Documents (Non-CTC) 6. Issuance of Requested Documents (CTC and Photocopy of Documents) 7. Certification, Authentication, Verification (CAV) 8. Receiving and Releasing of Communication and other Documents 9. Receiving of Complaints against Non-Teaching Personnel 10. Receiving of Complaints against Teaching Personnel (Multi-stage Processing)	N/A	Records Unit
11. Accessing Available Learning Resources from LRMDs Portal 12. Borrowing of Learning Materials from Libraries 13. Alternative Learning System (ALS) Enrollment	20. Program Work Flow of Submission of Contextualized Learning Resources 21. Quality Assurance of Supplementary Learning Resource	Curriculum Implementation Division
14. Request for Basic Education Data (from external stakeholders)	22. Request for Basic Education Data (Internal Stakeholder) 23. Request for Data for EBEIS/LIS/NAT and Performance Indicators	SGOD - Planning and Research Section



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15. Issuance of Government Permit, Renewal, Recognition of Private Schools 16. Issuance of Special Orders for the Graduation of Private School Learners 17. Application for SHS Additional Track/Strand 18. Application for Summer Permit for Private Schools 19. Application for No Increase in Tuition Fee 20. Application for Increase in Tuition Fee	N/A	SGOD - School Management, Monitoring, and Evaluation Section
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**Schools**

<b>External Services</b>	<b>Internal Services</b>
<ol style="list-style-type: none"><li>1. Acceptance of Employment Application for Teacher I Position (Walk-in)</li><li>2. Acceptance of Employment Application for Teacher I Position (Online)</li><li>3. Borrowing of Learning Materials from the School Library/Learning Resource Center</li><li>4. Distribution of Printed Self-Learning Modules in Distance Learning Modality</li><li>5. Enrollment (Walk-in)</li><li>6. Enrollment (Online)</li><li>7. Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy (Walk-in)</li><li>8. Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy (Online)</li><li>9. Issuance of School Clearance for different purposes</li><li>10. Issuance of School Forms, Certifications, and other School Permanent Records</li><li>11. Public assistance (walk-in/phone call)</li><li>12. Public assistance (email/social media)</li><li>13. Receiving and releasing of communications and other documents</li><li>14. Reservation Process for the Use of School Facilities</li><li>15. Request for Personnel Records for Teaching/Non-Teaching Personnel</li></ol>	<ol style="list-style-type: none"><li>1. Issuance of Special Order for Service Credits and Certification of Compensatory Time Credits</li><li>2. Laboratory and School Inventory</li><li>3. School Learning and Development</li></ol>