



Title of Frontline Service: **REQUEST FOR DEMOLITION OF SCHOOL BUILDING**

Schedule of Availability of Service	Who May Avail of the Service	What are the Requirements	Duration
Monday to Friday 8:00 a.m. - 5:00 p.m.	DepEd Cebu City School Heads	<ul style="list-style-type: none"> <li>*Letter addressed to SDS</li> <li>*Recommendation signed by the Office of the Building Official</li> <li>*Approved inventory and inspection form</li> <li>*Photos of building to be demolished (4 angles)</li> <li>*Demolition permit</li> <li>*Certification from the School Head that no classes will be disrupted</li> <li>*Certification from the PTA</li> </ul>	2 days and 1 hour (2 days waiting time for COA process)

**How to Avail of the Service?**

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Submits/emails letter request to: supply.cebucity@deped.gov.ph	<p>Receives letter and replies to request with checklist of required documents</p> <p>Forwards letter to SDS for signature</p>	4 hours	Ma. Cristina Gacayan	None	None
2		<p>Receives letter request and signs reply</p> <p>Transmits signed letter reply to Supply Office</p>	4 hours	Rhea Fe Sarmiento / Daniel Dela Cruz	None	None
3		Releases/emails letter reply to the client/requestor	1 hour	Ruee Rada	None	None

4	Submits/emails complete documents for demolition to: supply.cebucity@deped.gov.ph	<p>Receives, examines documents if complete and in order.</p> <p>Prepares endorsement letter for SDS signature.</p> <p>Submits endorsement letter with the required documents to COA</p>	4 hours	Ruee Rada	None	None
5		<p>COA receives and examines all documents if complete and if in order notifies the SDS in writing that demolition may commence</p>	2 days	COA state auditor	None	None
6		Notifies the client/requestor to commence the demolition	4 hours	Cristina Gacayan (Supply Office)	None	None
<b>END OF TRANSACTION</b>						