



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
 Superintendent**

December 23, 2022

DIVISION MEMORANDUM
 No. 477, s. 2022

**SUBMISSION OF CITIZEN /CLIENT SATISFACTION SURVEY (CCSS) RESULT FOR
 FISCAL YEAR 2022**

To:

- CID and SGOD Chiefs
- Division Office Unit/Section Heads
- Public Elementary and Secondary School Heads
- All Others Concerned

1. Pursuant to Republic Act No. 11032, or the “Ease of Doing Business and efficient Government Service Delivery Act of 2018” requires all government agencies to establish a feedback mechanism to ensure the continuous enhancement of service delivery, while Rule IV Section 3 of its Implementing Rules and Regulations states that the results of the client satisfaction survey shall be reported to the Anti-Red Tape Authority (ARTA).
2. In this connection, concerned office per Governance level are requested to consolidate the client feedback and satisfaction results for services declared in the DepEd Citizen’s Charter 2021 and report the following:
 - A. Total Number of client visits for FY 2022
 - B. Total volume of transactions for FY 2022
 - C. Number of survey respondents
 - D. Citizen/client satisfaction rating-received per service quality dimension for FY 2022
 Major or most common identified feedback/concern from clients
3. The CCSS Report from each unit shall be submitted to the Public Affairs Service (PAS) – Public Assistance Action Center (PAAC) **on or before December 29, 2022** through the links provided below.

Governance Level	Office	Link
Schools Division Office	<ul style="list-style-type: none"> • Legal Unit • Personnel Unit • Property and Supply • Records Unit 	https://bit.ly/DepEd2022CCSS_SDO_A
	<ul style="list-style-type: none"> • Curriculum Implementation Division • School Governance and Operation Division-Planning & Research Section • School Governance and Operation Division- School 	https://bit.ly/DepEd2022CCSS_SDO_B



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

	Management, Monitoring & Evaluation Section	
	<ul style="list-style-type: none"> • Budget Unit • Cash Unit • Information and Communications Technology Unit 	https://bit.ly/DepEd2022CCSS_SDO_C
Schools		https://bit.ly/DepEd2022CCSS_Schools

4. Please note that failure to submit said report may lead to isolation from the grant of FY 2022 Performance-Based Bonus (PBB) if DepEd shall qualify for the said bonus.

5. Immediate dissemination of said Memorandum is desired.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/CPC/ADMIN/ATM/art



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph



DepEd Tagbilaran City Division <tagbilarancity.division@deped.gov.ph>

h-7
DEPED TAGBILARAN CITY DIVISION
RECEIVED
BY: [Signature]
12/12/2022
Mon, Dec 12, 2022 at 12:00 PM

DepEd Citizen/Client Satisfaction Survey (CCSS) Results for FY 2022

1 message

DepEd Public Assistance Action Center <action@deped.gov.ph>

To: DepEd Public Assistance Action Center <depedactioncenter@deped.gov.ph>

Cc: pas.od@deped.gov.ph, bhrod.od@deped.gov.ph, beverly.berame@deped.gov.ph, grazielle.sarical@deped.gov.ph, ariane.llegado@deped.gov.ph, leironhei.cabilla@deped.gov.ph

Bcc: tagbilarancity.division@deped.gov.ph

Good day!

The Department of Education (DepEd), through the Public Affairs Service – Public Assistance Action Center (PAS-PAAC), shall prepare the Citizen/Client Satisfaction Survey (CCSS) Report for FY 2022.

In line with this, selected DepEd offices from all governance levels are requested to submit their CCSS results. Kindly refer to the attached memorandum for more information.

For further clarifications, you may coordinate with Ms. Grazielle Anne A. Sarical or Ms. Ariane G. Llegado, PAS-PAAC, through the following:

Email address: depedactioncenter@deped.gov.ph
Phone numbers: 8638-7530, 8633-1942
Viber mobile number: 09672498552

SIR JUN
NOT STAFF
A

Thank you.

Sincerely,

Beverly G. Berame
Administrative Officer V
Head, Public Assistance Action Center

Department of Education

Office of the Secretary

Public Assistance Action Center

Unit M-106-A, G/F, Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City 1600 Philippines

Telephone Nos. (02) 8636.1663; 8633.1942
Fax Nos. (02) 8638.8641; 8634.0222
SMS 0919.4560027 (S); 0995.9218461 (G)
Email Address depedactioncenter@deped.gov.ph
Website http://www.deped.gov.ph/

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3 attachments

2022 CCSS Memo.pdf
331K

1.A. DM-PHROD-2021-0165-Implementation-of-the-CCSS-Form.pdf
200K



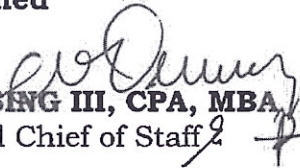
1.B. MC No. 2022-01.pdf
19392K



Republic of the Philippines
Department of Education

MEMORANDUM

TO : **Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Divisions Superintendent
School Heads
All Others Concerned**

FROM : **EPIMACO V. DENSIÑO III, CPA, MBA,**
Undersecretary and Chief of Staff 

SUBJECT : **SUBMISSION OF CITIZEN/CLIENT SATISFACTION SURVEY
(CCSS) RESULTS FOR FISCAL YEAR 2022**

DATE : December 5, 2022

Republic Act (RA) No. 11032 or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" requires all government agencies to establish a feedback mechanism to ensure the continuous enhancement of service delivery, while Rule IV, Section 3 of its Implementing Rules and Regulations states that the results of the client satisfaction survey shall be reported to the Anti-Red Tape Authority (ARTA).

Additionally, ARTA Memorandum Circular (MC) No. 2019-002-A titled *Supplemental Guidelines on 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 Business and Efficient Government Service Delivery Act of 2018," and its Implementing Rules and Regulations* also specifies that the Citizen/Client Satisfaction Survey (CCSS) Report shall be **submitted per agency by the last working day of January of each year.**

Note that failure to submit the said report may lead to isolation from the grant of FY 2022 Performance-Based Bonus (PBB) if DepEd shall qualify for the said bonus.

In this regard, concerned office/s per DepEd governance level are requested to collect and consolidate the client feedback and satisfaction results for services declared in the DepEd Citizen's Charter 2021¹, and report the following information:

¹ DepEd Citizen's Charter 2021: <https://www.deped.gov.ph/wp-content/uploads/2021/12/DepEd-Citizens-Charter-2021-as-of-December-1-2021.pdf>

A. Total number of client visits for FY 2022

Report the total number of visits (including returns) that clients made to complete a transaction.

B. Total volume of transactions for FY 2022

Report the overall volume of completed transactions for services declared in the DepEd Citizen's Charter 2021 applicable to the governance unit.

C. Number of survey respondents

Report the number of clients per service declared in the DepEd Citizen's Charter 2021 who accomplished the survey form and will be considered in the computation of the average satisfaction rating for FY 2022.

D. Citizen/client satisfaction rating - received per service quality dimension for FY 2022

Indicate the computed client satisfaction rating received for FY 2022 for the following service quality dimensions based on DM-PHROD-2021-0165 titled *Implementation of the Standardized Citizen/Client Satisfaction Survey (CCSS) Form in the Department of Education* and MC No. 2022-01:

- a. Responsiveness – the willingness to help, assist, and provide prompt service to citizens/clients
- b. Reliability (Quality) – the provision of what is needed and what was promised, following the policy and standards, with zero to a minimal error rate.
- c. Access & Facilities – the convenience of location, ample amenities for comfortable transactions, use of clear signages, and modes of technology.
- d. Communication – the act of keeping citizens and clients informed in a language they can easily understand, as well as listening to their feedback.
- e. Costs – the satisfaction with timeliness of the billing, billing process/es, preferred methods of payment, reasonable payment period, value for money, the acceptable range of costs, and qualitative information on the cost of each service.
- f. Integrity – the assurance that there is honesty, justice, fairness, and trust in each service while dealing with the citizens/clients.
- g. Assurance – the capability of frontline staff to perform their duties, product and service knowledge, understanding citizen/client needs, helpfulness, and good work relationships.
- h. Outcome – the extent of achieving outcomes or realizing the intended benefits of government services.

Concerned offices from all governance levels are reminded to follow the 5-point Likert scale in measuring the satisfaction rating, as prescribed in MC No. 2022-1. All are also enjoined to continue using the DepEd CCSS Form template² issued under DM-PHROD-2021-0165 to collect data on client satisfaction.

² DepEd CCSS Form template: <https://bit.ly/DepEdCCSSMaterials>

E. Major or most common identified feedback/concern from clients

Report the summary of the feedback received by identifying the most frequent feedback or concerns received or the major concerns received for FY 2022.

The CCSS Report from each school, Schools Division Office (SDO), Regional Office (RO), and unit in the Central Office shall be submitted to the Public Affairs Service (PAS) - Public Assistance Action Center (PAAC) **on or before December 29, 2022**, through the links provided below.

GOVERNANCE LEVEL	OFFICE	LINK
Central Office	<ul style="list-style-type: none"> • Accounting Division • Budget Division • Bureau of Education Assessment – Education Assessment Division • Bureau of Education Assessment – Education Research Division • Bureau of Curriculum Development • Bureau of Human Resource and Organizational Development - Organization Effectiveness Division • Cash Division • Employee Accounts Management Division • Education Facilities Division • Information and Communications Technology Service – EdTech Unit • Information and Communications Technology Service – Solutions Development Division • Information and Communications Technology Service – User Support Division 	<p style="text-align: center;">https://bit.ly/DepEd2022CCSS S CO A</p>
	<ul style="list-style-type: none"> • Information and Communications Technology Service – EdTech Unit -User Support Division • Legal Service • Office of the Secretary 	<p style="text-align: center;">https://bit.ly/DepEd2022CCSS S CO B</p>

	<ul style="list-style-type: none"> • Office of the Assistant Secretary for Alternative Learning System Task Force • Personnel Division • Procurement Management Service • Professional Development Division • Public Affairs Service - Public Assistance Action Center • Public Affairs Service – Publications Division • Quality Assurance Division - National Educators Academy of the Philippines • Records Division 	
Regional Office	<ul style="list-style-type: none"> • Cash Section • Curriculum and Learning Management Division • Legal Unit 	https://bit.ly/DepEd2022CCS_S_RO_A
	<ul style="list-style-type: none"> • National Educators Academy of the Philippines – Regional Office • Personnel Section • Policy, Planning and Research Division 	https://bit.ly/DepEd2022CCS_S_RO_B
	<ul style="list-style-type: none"> • Public Affairs Unit • Quality Assurance Division • Records Section 	https://bit.ly/DepEd2022CCS_S_RO_C
	<ul style="list-style-type: none"> • Accounting Section • Budget Section • Human Resource and Development Division 	https://bit.ly/DepEd2022CCS_S_RO_D
Schools Division Office	<ul style="list-style-type: none"> • Legal Unit • Personnel Unit • Property and Supply • Records Unit 	https://bit.ly/DepEd2022CCS_S_SDO_A
	<ul style="list-style-type: none"> • Curriculum Implementation Division • School Governance and Operation Division - Planning and Research Section • School Governance and Operation Division - School Management, 	https://bit.ly/DepEd2022CCS_S_SDO_B

Unit M-106-A, G/F, Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City 1600 Philippines
Telephone Nos.: (02) 8636.1663; 8633-1942 | Fax Nos.: (02) 8638-8641
Email Address: depedactioncenter@deped.gov.ph | Website: www.deped.gov.ph

	Monitoring and Evaluation Section	
	<ul style="list-style-type: none"> • Budget Unit • Cash Unit • Information and Communications Technology Unit 	https://bit.ly/DepEd2022CCSS S SDO C
Schools		https://bit.ly/DepEd2022CCSS S Schools

Only submissions made through the links shall be considered in crafting the DepEd-wide CCSS Report for FY 2022.

Additionally, the agency-wide CCSS Result to be submitted by PAS-PAAC to ARTA is an eligibility requirement for the grant of the PBB, as specified in IATF AO25 MC No. 2022-01 entitled “Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2022 Under Executive Order (EO) No. 80, s. 2012 and EO No. 2021, s. 2016”. Satisfaction rate, along with the complaint resolution and compliance rate, form the criteria for the Citizen/Client Satisfaction Results criteria:

TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
No submission/ Did not conduct CCSS`	Average satisfaction rate with unresolved complaints and at least 30% compliance rate to #8888 and CCB	More than average rate with unresolved complaints and at least 50% compliance rate to #8888 and CCB	High satisfaction rate with 100% complaints resolved and at least 80% compliance rate to #8888 and CCB	High satisfaction rate with 100% complaints resolved and compliance rate to #8888 and CCB

Thus, it shall be reiterated that all governance levels shall resolve concerns referred by the 8888 Citizens’ Complaints Center and the Civil Service Commission – Contact Center ng Bayan (CSC-CCB) within the 72 hours prescribed by Law. The ROs and SDOs are enjoined to utilize their respective Public Assistance Coordinators (PACs) in ensuring the resolution of concerns and submission of reports to the PAAC. A separate issuance/email concerns shall be issued by the PAAC to remind ROs and SDOs of pending concerns.

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
 Phone numbers: 8638-7530, 8633-1942
 Viber mobile number: 09672498552

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

Attachments:
 DM-PHROD-2021-0165
 MC No. 2022-01

Unit M-106-A, G/F, Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City 1600 Philippines
 Telephone Nos.: (02) 8636.1663; 8633-1942 | Fax Nos.: (02) 8638-8641
 Email Address: depedactioncenter@deped.gov.ph | Website: www.deped.gov.ph



Republika ng Pilipinas

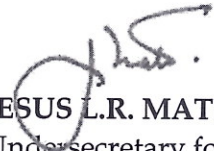
Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-PHROD-2021-0165

TO : Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM : 
JESUS L.R. MATEO
Undersecretary for Planning, and Human Resource and
Organizational Development

SUBJECT : *Implementation of the Standardized Citizen/Client Satisfaction
Survey (CCSS) Form in the Department of Education*

DATE : 04 March 2021

To ensure continuous government improvement towards seamless public delivery, all government agencies are required to submit a report on the result of their client satisfaction survey every fiscal year (FY). Such requirement is anchored in **Republic Act (RA) No. 11032** or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018* and **Memorandum Circular (MC) No. 2019-002** dated August 13, 2019, entitled, *Guidelines on the Implementation of the Citizen's Charter in Compliance to RA 11032*. In addition, streamlining of activities and the establishment of a harmonized client/citizen satisfaction survey is an **eligibility criterion for the grant of the Performance-Based Bonus (PBB)** specified in MC No. 2020-1 issued by the Inter-Agency Task Force (AO25 IATF) on the Harmonization of the National Government Performance Monitoring, Information and Reporting System.

Fortunately, units in the Department of Education (DepEd) have been in collaboration to achieve favorable ratings on client satisfaction (CSAT) since 2019. This is in cognizance of the importance of client feedback in the assessment of the quality of our service delivery. Data collected from surveys recognized the areas with satisfactory service delivery and identified those needing improvement and intervention.

This year, to further improve the Department's efforts in gathering feedback on our services, the Bureau of Human Resource and Organizational Development - Organization

Effectiveness Division (BHROD-OED) shall implement the use of a **Standardized DepEd Citizen/Client Satisfaction Survey (CCSS) Form**.

In view of this, all DepEd units with services declared in the 2020 Citizen's Charter are requested to use the following templates and references **effective immediately**:

DOCUMENT	LINK
1. CCSS Form (Annex A)	bit.ly/DepEdCCSSMaterials
2. Quick Guide in Conducting the CCSS (Annex B)	
3. Sample online CCSS Form - Google Form used in the DepEd Central Office (Annex C)	bit.ly/DepEdCOFeedback
4. List of services included in the DepEd Citizen's Charter 2020 (1st Edition)	www.deped.gov.ph/about-deped/citizenscharter

The prescribed survey form may be modified, given that all these conditions are adhered to:

1. Survey forms should state the privacy notice (verbatim), in observance of the Data Privacy Act of 2012.

"The personal information included in this document shall only be used for the purposes of administering the survey. Any personal information included herein may not be used for other purposes aside from those stated above."

2. The client satisfaction rating matrix should include the parameters below.
 - A. 5-point Likert scale with 5 as the highest satisfaction rating and 1 as the lowest;
 - B. Rating criteria (as defined in MC 2020-1).

Service Quality Dimension	Description
Responsiveness	willingness to help, assist, and provide prompt service to clients and/or businesses
Reliability	provision of what was needed and what was promised, in accordance with the policy and standards, with zero to a minimal error rate
Access & Facilities	convenience of location, ample amenities for a comfortable transaction, and the use of clear signage and modes of technology
Communication	act of keeping citizens and businesses informed in a language they can easily understand, as well as listening to their feedback

Costs	satisfaction with the timeliness of the billing, billing process/es, preferred methods of payment period, value for money, acceptable range of costs, and qualitative information on the cost of each service
Integrity	assurance that there is honesty, justice, fairness, and trust in each service while dealing with the clients and businesses
Assurance	capability of frontline staff/s to perform their duties, product and service knowledge, understanding client needs, helpfulness, and good work relationships
Outcome	rate in terms of achieving outcomes or realizing the intended benefits of government services

**Note that DepEd units are only allowed to remove a criterion if it is not applicable to the service/s being provided.*

3. Survey forms should be available/translated in the language widely-used in the locale of the survey.

BHROD-OED conveys its gratitude to all DepEd units for the ardent support to CSAT - related activities and requirements. This office requests the same, if not intensified, cooperation on the adoption of the standardized CCSS Form. Further, an issuance regarding the institutionalization of a CSAT mechanism in the Department will be released separately.

For inquiries and/or clarifications, please contact **Ms. Rose Albo** or **Mr. Kean Alicante** of BHROD-OED at bhrod.oed@deped.gov.ph, using the subject line: (Name of office)-CCSS.

For your appropriate and immediate action.

[BHROD-OED/SAlbo]



INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF
NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS
(Administrative Order No. 25 S. 2011)

MEMORANDUM CIRCULAR NO. 2022- 1

March 24, 2022

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND OTHER AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING CONSTITUTIONAL COMMISSIONS, CONGRESS, THE JUDICIARY, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT-OWNED OR-CONTROLLED CORPORATIONS, LOCAL WATER DISTRICTS, AND LOCAL GOVERNMENT UNITS

SUBJECT: GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR 2022 UNDER EXECUTIVE ORDER (EO) NO. 80, S. 2012 AND EO NO. 201, S. 2016

1.0 PURPOSE

This Circular is being issued to prescribe the criteria and conditions on the grant of the PBB for FY 2022 performance, to be given in FY 2023. In FY 2021, a simplified scheme was adopted to strengthen the effectiveness of the existing incentive system and assist agencies in achieving the goals and expected outcomes of the government. Under the simplified scheme, the PBB criteria were classified according to the four dimensions of accountabilities. The good governance conditions were considered separate agency accountabilities. A scoring system for accomplishments was introduced, which also enables agencies to conduct self-assessment of their overall performance. The agency score was tied-up to the rates of incentives and higher threshold for individual performance rating was required in order to be eligible for the performance-based incentive.

The FY 2022 cycle shall continue to observe the simplified PBB scheme. The FY 2022 PBB will sustain focus on results especially on the delivery of agency performance commitments and optimum utilization of agency budget, and make stronger the roles of agencies in ensuring accountability for results of their delivery units. Further, the FY 2022 PBB shall measure and evaluate agency performance highlighting the public's satisfaction with the quality of public service delivery, utilization of resources, and strengthened agency stewardship. The FY 2022 PBB shall facilitate a more transparent and objective assessment of performance and timely release of the PBB to eligible agencies.



**Republic of the Philippines
Department of Education**

Citizens/Client Satisfaction Survey Form

Control No.: _____

*Your experience matters to us!
Ang iyong karanasan ay mahalaga sa amin!*

I. Client Information (Impormasyon ng Kliyente)






Name (Optional) _____ Date Visited _____
Pangalan (Opsyonal) _____ Petsa ng Pagbisita _____

Office visited _____ Contact details _____
Opisinang binisita _____

Service/s received _____
Serbisyong natanggap _____

II. Client Satisfaction Rating

Kindly rate the quality of service provided by checking the appropriate box. Leave as blank if the criterion is not applicable for the service.
(Lagyan ng tsek ang kahong nagsasaad ng iyong karanasan ukol sa serbisyong natanggap. Iwanang blanko ang pamantayan kung ito ay hindi angkop sa serbisyong natanggap.)

CRITERIA	 Very Dissatisfied Lubhang hindi nasiyahan	 Dissatisfied Hindi nasiyahan	 Neutral	 Satisfied Nasiyahan	 Very Satisfied Lubhang nasiyahan
1. RESPONSIVENESS (PAGTUGON) <i>Willingness to help, assist, and provide prompt service (Handang tumugon at magbigay nang mabilis na serbisyo sa kliyente)</i>					
2. RELIABILITY (MAAASAHAN) <i>Provision of what was needed and what was promised, in accordance with the policy and standards, with zero to a minimal error rate (Mahusay na pagbibigay ng serbisyo ayon sa itinakdang pamantayan)</i>					
3. ACCESS & FACILITIES (LOKASYON AT PASILIDAD) <i>Convenience of location, ample amenities for a comfortable transaction, and the use of clear signages and modes of technology (Mabilis mapuntahan ang lugar at magamit ang pasilidad sa pamamagitan nang malinaw na karatula)</i>					
4. COMMUNICATION (PAKIKIPAG-USAP) <i>Act of keeping citizens and businesses informed in a language they can easily understand, as well as listening to their feedback (Pakikipag-ugnayan sa kliyente sa paraang malinaw at nauunawaan kasama ang mga opinion at puna)</i>					
5. COSTS (GASTOS) <i>Satisfaction with the timeliness of the billing, billing process/es, preferred methods of payment period, value for money, acceptable range of costs, and qualitative information on the cost of each service (Kontento sa serbisyong natanggap at sa halagang naging katumbas o binayaran)</i>					
6. INTEGRITY (KATAPATAN) <i>Capability of frontline staff/s to perform their duties, product and service knowledge, understanding client needs, helpfulness, and good work relationships (Kasiguruhan na gampanan ang tungkulin, na may kaalaman sa serbisyo, pag-unawa sa mga pangangailangan ng kliyente, matulungin, at maayos na ugnayan sa trabaho)</i>					
7. ASSURANCE (PAGTITIWALA) <i>Assurance that there is honesty, justice, fairness, and trust in each service while dealing with the clients and businesses (Pagtiyak sa serbisyong may katapatan, hustisya, patas at tiwala sa habang nakikipig- ugnayan sa kliyente)</i>					
8. OUTCOME <i>Rate in terms of achieving outcomes or realizing the intended benefits of the service (Markahan ang pangkalahatang serbisyo na natanggap)</i>					

III. Suggestions/Complaints/Concerns (Suhestiyon/Reklamo/Komento)

Thank you for your valuable input to help us continuously improve our services!
Maraming salamat sa iyong tulong para sa ikauunlad ng among serbisyo!

Privacy Notice:
The personal information included in this document should only be used for the purposes of administering the survey. Any personal information included herein may not be used for other purposes aside from those stated above.

Privacy Notice:
Ang personal na impormasyon sa dokumentong ito ay maaari lamang gamitin para sa layunin ng survey na ito. Hindi ito maaaring gamitin sa iba pang layunin maliban sa nabanggit.

Annex B

Quick Guide in Conducting the Citizen/Client Satisfaction Survey (CCSS)

Type of Client	Survey Method	Process
Online Client	Online CCSS Form	<ol style="list-style-type: none"> Create an online CCSS form through any or all of the following platforms: <ul style="list-style-type: none"> websites or social media accounts managed by the DepEd central, regional, and schools divisions offices and schools Google/Microsoft Forms and other data gathering software Human Resource Information System (HRIS) available for internal services in the office Embed survey link in all email responses
Phone/SMS Client	Online CCSS Form	<ul style="list-style-type: none"> Secure the contact number and email address of client and send the CCSS form via email
	Physical CCSS Form	<ul style="list-style-type: none"> Read the survey questions to the client over the phone and write the answers on the printed CCSS form
Walk-in Client	Online CCSS Form	<ul style="list-style-type: none"> Post the link or QR Code of the CCSS form on the transaction window/wall If possible, provide a kiosk where clients can access the online CCSS form
	Physical CCSS Form	<ul style="list-style-type: none"> Hand over the printed CCSS form to the client after each transaction Designate a space where clients could fill out the form comfortably
	Face-to-face interview <i>Applicable only to Persons with Disability (PWDs) and elderly who may need assistance</i>	<ul style="list-style-type: none"> Read the survey questions to the client and write the answers on the printed CCSS form

Reminders:

- Based on the Client Feedback requirement for the grant of PBB for FY 2021, only the services declared in the 2020 Citizen's Charter are required to capture client feedback.
- Rating criteria (as defined in MC 2020-1) should be complied with. However, at the discretion of the DepEd unit conducting the survey, a criterion not applicable to the nature of the service/s offered can be removed from the list.
- The CCSS form should use a 5-point Likert scale: 5-highest satisfaction rating, and 1-lowest satisfaction rating.

4. In compliance with the Data Privacy Act of 2012, all survey forms should include a privacy notice (verbatim) stating the following:
“The personal information included in this document shall only be used for the purposes of administering the survey. Any personal information included herein may not be used for other purposes aside from those stated above.”
5. Survey forms should be available/translated in the language widely-used in the locale of the survey.
6. The use of the online CCSS form over other survey methods should be encouraged. This can be done by posting the link or QR code of the online form on transaction windows/walls, websites and online platforms, and through the inclusion of the form or its link in email responses.
7. Printed copies of the CCSS form should be made available for transactions requiring physical presence and in instances or locales where the use of online forms is not possible (ex. gadget or internet signal is unavailable).
8. While there are no specifications (color, size, thickness) for the paper to be used in their production, printed CCSS forms must be cost-efficient, easy to read and use.
9. Personnel in DepEd units conducting the CCSS should help clients encountering difficulties in accomplishing the survey forms.