



July 16, 2018

DIVISION MEMORANDUM
No. 216, s. 2018

**REITERATION ON THE GUIDELINES FOR THE GRANT OF
SERVICE CREDITS TO TEACHERS**

TO: Assistant Schools Division Superintendents
OIC, Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public School District Supervisors
Public Elementary, Junior High and Senior High School Heads
Public Elementary, Junior High and Senior high School Teachers
All Concerned

1. In consonance to the DepEd Order No. 53, s. 2003 otherwise known as "Updated Guidelines on Grant of Vacation Service Credits to Teachers" and Unnumbered Division Memorandum dated August 02, 2016 entitled "Reiteration on the Grant of Vacation Service Credits to Teachers", please be informed that this Office reiterates additional informations on the grant of such privilege for teachers.
2. Service Credits shall be applied thru transmittal letter signed by the School Heads together with the complete documents.
3. Daily Time Record/CS Form 48 is required except for Trainings/Seminars, Elections, and Census of Population-PSA attended/conducted.
4. Preparation of Accomplishment Reports is also required individually except for Trainings/Seminars, Election and Census of Population- PSA attended/ conducted.
5. Application of Service Credit shall start on year 2004-present however the attachment of Accomplishment Report Memorandum if applicable shall start on year 2016-present.
6. Service Credits shall checked and validated by the Municipal Human Resource coordinators to ensure accuracy, veracity, and completeness of the documents before submission to the Division Office.
7. In addition to, please be informed also that all concerned must adhere and provide all the required documents stipulated in the updated checklist for Service Credits.
8. Immediate dissemination of and strict compliance to this Memorandum are strictly desired.

CHERRYLOU D. REPIA
Schools Division Superintendent