



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

October 6, 2023

DIVISION MEMORANDUM

No. 502, s. 2023

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE GRANT OF
SERVICE CREDITS TO TEACHERS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. In reference to **DepEd Order No. 53, s. 2003** titled **“Updated Guidelines on Grant of Service Credits to Teachers”**, this office will update the Leave Cards of teachers who acquired service credits that they may use to offset absences due to illness.
2. Teachers who are entitled to service credits prior to and within 2023 are advised to process and submit the documentary requirements to their respective school heads.
3. The following documents to be accomplished/submitted on the request of service credits:
 - a. Letter Request duly signed by the school head
 - b. Certificate of Participation (***Certified true copy***)
 - c. Either photo copy of the Memorandum or Photo Copy of Attendance Sheet
4. Attached as enclosure is the template on the request for Service Credits.
5. Administrative Officers II shall submit the completed requirements at the Division Office c/o **Personnel Section** until **December 22, 2023**.



Address: Banica, Roxas City
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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6. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl: as stated

Reference: *DO No. 53, s. 2003*

To be indicated in the Perpetual Index
Under the following subjects:

EMPLOYEES

TEACHERS

SERVICE

LEAVE



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Date: _____

Special Order

No. _____ s, 2023

It is hereby made a matter of record that the following teachers rendered services during the conduct of _____ last _____. Thus, they were granted service credits.

No.	Name of Teachers	Station	Inclusive Date of Service Rendered	No. of Days Service Credits Recommended	No. of Days Service Credits
1					
2					
3					
4					
5					

This service credit may be used to offset absences on account of illness.

Respectfully Submitted by:

School Head

Noted:

Administrative Officer V

Approved:

Schools Division Superintendent



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