



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE

DEPED LANA DEL NORTE	
RECORDS SECTION CONTROL NO. 20411	
RELEASED	
12 2 JUN 2023	11:20
DATE	TIME

June 20, 2023

DIVISION MEMORANDUM
No. 290 s., 2023

SUBMISSION FOR CLAIM OF SERVICE CREDITS OF TEACHERS

To: **Chief Education Supervisor, Curriculum Implementation Division**
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officers II
All Others Concerned
This Division

1. Relative to DepEd Order No. 53, s. 2003 "Updated Guidelines on Grant of Vacation Service Credits of Teachers"
2. All clustered Administrative Officers II are required to prepare the service credits of teachers using the attached template and submit the hard copy to the Division Office together with the attached documents and the softcopy will be uploaded in the Google form through this link, ***bit.ly/depedldnsc***
3. This Office directs the immediate and wide dissemination of this Memorandum.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

OSDS/HRMO/ramz



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09



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Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANAOS DEL NORTE

April 17, 2023

Special Order
No. __, s. 2023

It is hereby made a matter of record that the following teaching personnel are granted Service Credits per D.O. 53, s. 2003 who has rendered service during the conduct of **(TITLE OF THE TRAINING/ACTIVITY)** at **(SCHOOL AND DISTRICT)** on **(WHEN)**.

The Leave/Service Credits earned shall be **used to offset absences due to illness**, to offset proportional vacation salary due to late appointment, and/or due to personal reasons. (Section 11, Rule I of MC No. 41 s. 1998 "Omnibus Rules on Leave").

No.	Last Name	First Name	MI	Position	Date Served	Credits Earned
1.				MT I	12/17-18/22	2 days
2.				MT II	12/17-18/22	2 days

By Authority of Department of Education:

Approved by:

EDWIN R. MARIBOJOC, CESO V

Schools Division Superintendent



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6. Mandatory requirements for claim of Service Credits.

➤ For Election Service Credits:

1. Letter of the School Head/Focal person recommends approval of request to render vacation service SDS
2. List of teachers
3. BEI Appointment and/or Comelec Certification per Teacher (Original Copy)

➤ Training, Workshops and Seminars:

1. Letter of the School Head/Focal person recommends approval of request to render vacation service to SDS.
2. Form 48/teacher
3. List of teachers
4. Certificate of Training/Participation
5. DepEd/Regional/Division Memorandum (if any)

➤ Sport Fest:

1. Letter of the School Head/Focal person recommends approval of request to render vacation service to SDS.
2. Form 48/teacher
3. List of teachers
4. Approved Calendar of Activities
5. Accomplishment Report

➤ Brigada Eskwela

1. Letter of the School Head/Focal person recommends approval of request to render vacation service to SDS.
2. Form 48/teacher
3. List of teachers
4. DepEd Memorandum
5. Accomplishment Report

➤ Other Academic Activities:

1. Letter of the School Head/Focal person recommends approval of request to render vacation service to SDS.
2. Form 48/teacher
3. List of teachers
4. DepEd/Regional/Division Memorandum (if any)
5. Accomplishment Report