



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

20 September 2023

SCHOOLS DIVISION MEMORANDUM

No. 310,

s. 2023

SUBMISSION OF REQUEST FOR SERVICE CREDITS OF TEACHERS

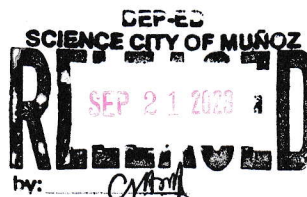
To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. This Office directs all public elementary and secondary schoolheads to submit their Request for Service Credits of Teachers who were involved in the National Learning Camp and Other End-of-School Year Activities on or before September 25, 2023.
2. This issuance aims to process the corresponding service credits of teachers based on DepEd Order No. 53, s. 2023 titled *Updated Guidelines on the Grant of Vacation Service Credits to Teachers.*
3. Such requests shall contain the following:
 - a. Daily Time Record of teachers, and
 - b. Request letter addressed to the Schools Division Superintendent.
4. For queries, please communicate with Dr. Larry B. Espiritu, CID Chief ES, through his messenger and/ or cellphone number 09171869854.
5. Wide dissemination of this Memorandum is earnestly desired.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: None
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

CURRICULUM IMPLEMENTATION



CID/AGM-Submission of Request for Service Credits of Teachers
028/September 20, 2023