

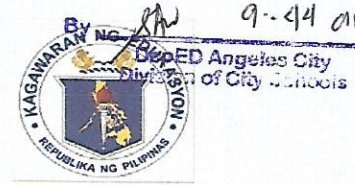
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FEB 11 2016

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Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
Angeles City



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**DIVISION MEMORANDUM**

NO. 36, s.2016

**GRANTING OF SERVICE CREDIT FOR TEACHERS AND NON-TEACHING  
PERSONNEL INVOLVED DURING THE EARLY REGISTRATION FOR S.Y. 2016-2017**

To: EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS OF ELEMENTARY  
AND SECONDARY/ TECHNICAL VOCATIONAL SCHOOLS  
UNIT HEADS AND ALL NON-TEACHING PERSONNEL

1. In line with the commencement of the Early Registration on January 30, 2016, all teachers who rendered service on that day shall be given one (1) day service credit while the non-teaching personnel will be entitled to Compensatory Time-Off (CTO) per CSC and DBM Circular No. 2, s.2004.
2. Pertinent documents/evidences such as Certificate of attendance and form 48 shall be presented in claiming the said service credit/s.
3. For your information and guidance

  
**LEILANI S. CUNANAN, CESO VI**  
SCHOOLS DIVISION SUPERINTENDENT