



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



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**RELEASED**

AUG 11 2017

By \_\_\_\_\_  
DePED Angeles City  
Division of City Schools

DIVISION MEMORANDUM  
No. 283, s. 2017

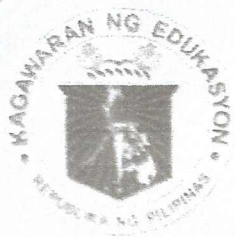
To: Heads of Public Elementary, Secondary, Integrated and Senior High Schools  
From: Office of the OIC- Schools Division Superintendent  
Subject: Regional Documents for the Grant of Service Credits and Other Policy  
Date: August 11, 2017

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Attached is a Memorandum from the Regional Office regarding the approval for the grant of service credits and other policy in accordance with the Regional Memorandum No. 212, s. 2016.

For information and guidance.

  
**LEILANI S. CUNANAN, CESO VI**  
OIC- Schools Division Superintendent

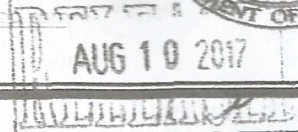


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Region III-Central Luzon

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Regional Memorandum  
No. 116, s.2017

August 03, 2017

To: All Schools Division Superintendents  
All Concerned

**REGIONAL DOCUMENTS FOR THE GRANT OF SERVICE CREDITS AND OTHER POLICY**

- 1.) The approval for the grant of service credits was delegated to Schools Division Superintendents in accordance with the Regional Memorandum No. 212, s. 2016.
- 2.) It is reminded that required documents for the grant of service credits be strictly followed, before its approval, to wit:
  - a. Properly accomplished Civil Service Commission (CSC) Form 48 (Daily Time Record)
  - b. Accomplishment Report of Activity
  - c. Copy of Appointment from Commission on Election (COMELEC) for election duty
  - d. Copy of Certificate of trainings attended
- 3.) For services rendered other than the eligible activities as prescribed by DepEd Order No. 53, s. 2003 for the grant of service credits shall be forwarded and approved by the Regional Office.
- 4.) Likewise, service credits for more than fifteen (15) days shall be forwarded to this Office for approval and/or decision on the action to be taken, with the following documents:
  - a. Endorsement signed by the Schools Division Superintendent
  - b. CSC Form 48 (Daily Time Record)
  - c. Accomplishment Report of Activities
- 5.) Previous issuances by the Regional Office relative to this matter which are inconsistent to this Regional Memorandum are hereby repealed.
- 6.) Other national policies relative to grant of service credits shall still in effect.
- 7.) For information and compliance.

**MALCOLM S. GARMA, CESO V**  
Director III  
Officer-In-Charge  
Office of the Regional Director

Ref.: Regional Order No. 2, s. 2005  
Regional Memorandum No. 212, s. 2016  
Division Order No. 53, s. 2003