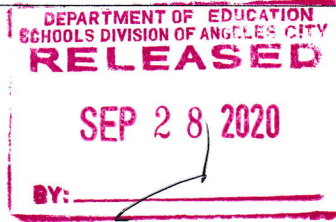




Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF ANGELES CITY



September 28, 2020

DIVISION MEMORANDUM  
No. 232, s. 2020

**GRANTING OF SERVICE CREDITS AND LEAVE CREDITS**

TO: **School Heads of Public Elementary, Junior and Senior High Schools**

1. In this time of pandemic, the teachers, LIS Coordinators and Registrars are diligently, conscientiously, and continuously updating and finalizing the End of School Year (EOSY), and providing technical assistance in the implementation of the Learner Enrollment and Survey Form (LESF), and Electronic Learner Enrollment and Survey Form (E-LESF) in the LIS.
2. Moreover, they are dutifully and tirelessly rendering overtime services in order to gather, compile, and submit data needed by the Division, Regional, and Central Offices either on their Work from Home (WFH) schedule or physical presence in the work place.
3. Therefore, in recognition of their good work, the Schools Division Superintendent (SDS) hereby authorizes the granting of five-day (5) service credits to teachers, fifteen-day (15) service credits to LIS Coordinators, and fifteen-day (15) leave credits to Registrars upon the recommendation of the Division Planning Officer.
4. Immediate dissemination of and compliance with the contents of this Memorandum is directed.

*[Signature]*

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