



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Bldg., Sudlon, Lahug, Cebu City



May 4, 2018

**DIVISION MEMORANDUM**

No. 308, s. 2018

**URGENT SUBMISSION OF SERVICE CREDITS DATA/TEACHER'S INFORMATION**

**TO:** Assistant Schools Division Superintendents  
Chiefs, Functional Divisions  
Education Program Supervisors/Coordinators/ SEPS/ EPS  
Public Schools District Supervisors (PSDSs)/District Caretakers/OICs  
Heads/Teachers of Public Elementary and Secondary Schools  
All Others Concerned

1. You are hereby directed to submit the NAMES OF TEACHERS and their data of SERVICE CREDITS using the herein attached template in EXCEL FORMAT.
2. Submission of the above required information/data must be in CD format or e-mail to [celeste.depedprovince@gmail.com](mailto:celeste.depedprovince@gmail.com) and hard copy duly signed by the authorized personnel (PSDS) attaching the approved S.O. of Service Credits on or before MAY 10, 2018.
3. Immediate and widest dissemination of this Memorandum is desired.

  
RHEA MARIA ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent

