



Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



November 22, 2018

DIVISION MEMORANDUM  
No. 827 s. 2018

**GUIDELINES ON THE SUBMISSION OF REQUIRED DOCUMENTS  
FOR CLAIM OF SERVICE CREDITS**

**TO: Assistant Superintendents  
Chiefs, SGOD/CID  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads**

1. To ensure the smooth and fast track on processing of service credits claim, this Office hereby informs the field on the following guidelines:

**A. Documentary Requirements for different activities**

- Election Service Credits
  1. Letter Request - (Addressed to the SDS) duly signed by the School Head
  2. List of Teachers/Claimants
  3. Form 48 per Teacher
  4. BEI Appointment and/or COMELEC Certification per Teacher (Original Copy)
  
- K to 12 Credential Trainings/Workshops and/or Other Seminars/Workshops
  1. Letter Request - (Addressed to the SDS) duly signed by the School Head
  2. List of Teachers/Claimants
  3. DEPED Memorandum
  4. Form 48 per Teacher
  5. Certificate of Training/Participation (***Certificate of Appearance is Invalid***)
  6. Accomplishment Report per Teacher
    - Must be the actual service rendered by the teacher/claimant
    - Copy/Paste is null and void
  
- Scout Camporal
  1. Letter request (addressed to the SDS) duly signed by the School Head
  2. List of Teachers/Claimants
  3. Approved Permit/Approved School/District Calendar of Activities
  4. Form 48 per teacher
  5. Matrix

6. Copy of the Opening Program
  7. Attendance Sheet prepared/duly signed by the **School Head/DFA/DSC**
  8. Pictorials
  9. Accomplishment Report per teacher
    - Must be the actual service rendered by the teacher/claimant
    - Copy/Paste is null and void
- **Sports Fest**
    1. Letter request (addressed to the SDS) duly signed by the School Head
    2. List of Teachers/Claimants
    3. Approved Permit/Approved School/District Calendar of Activities
    4. Form 48 per teacher
    5. Pictorials
    6. Accomplishment Report per teacher
      - Must be the actual service rendered by the teacher/claimant
      - Copy/Paste is null and void
  - **Brigada Eskwela**
    1. Letter request (addressed to the SDS) duly signed by the School Head
    2. List of Teachers/Claimants
    3. DepEd Memorandum
    4. Form 48 per teacher
    5. Pictorials
    6. Accomplishment Report per teacher
      - Must be the actual service rendered by the teacher/claimant
      - Copy/Paste is null and void
  - **Tree Planting**
    1. Request Letter (addressed to the SDS) duly signed by the School Head
    2. Division Memorandum
    3. List of Teachers/Claimants
    4. Form 48 per Teacher
    5. Attendance of Pupils
    6. Pictorials must be Geo – Mapped
    7. Claim must be on a **Monthly Basis**
    8. Accomplishment Report per Teacher
      - Must be the actual service rendered by the teacher/claimant
      - Must be an eight (8) hours activity with indicated time per activity
      - Have the Division Tree Planting Coordinator (**Mrs. Eva Casinillo**) signed/certified the Required Application Documents.
      - Copy/Paste is null and void
  - **Property Custodian**
    1. Request Letter (addressed to the SDS) duly signed by the School Head
    2. Designation Order
    3. Memorandum on Schedule of Inventory

4. Work Program
  5. Form 48
  6. Accomplishment Report
    - Must be the actual service rendered by the teacher/claimant
    - Copy/Paste is null and void
- Other Academic/Programs/Activities (Falls on a Saturday, Sunday and Holidays being granted with service credit)
    1. Letter request (addressed to the SDS) duly signed by the School Head
    2. List of Teachers/Claimants
    3. Division Memorandum
    4. Form 48 per teacher
    5. Pictorials
    6. Accomplishment Report per teacher
      - i. Must be the actual service rendered by the teacher/claimant
      - ii. Copy/Paste is null and void
2. All required documents must be arranged according to the list of claimants and must be enclosed in a "long white folder" and fastened in portrait orientation.
  3. **Submission of pertinent documents relative to the claim/availment shall be made within six (6) months from the date of the activity except for election and census. Late submission is subject for written explanation/and for another approval by this Office.**
  4. **Schedule of submission of required documents shall be from 21<sup>st</sup> day to 30<sup>th</sup> day of the month only.**
  5. Immediate and wide dissemination of this Memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent 

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