



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

February 17, 2020

DIVISION MEMORANDUM

No. 060 s, 2020

REITERATING DIVISION MEMORANDUM NO. 827, s. 2018 ENTITLED "GUIDELINES ON THE SUBMISSION OF REQUIRED DOCUMENTS FOR CLAIM OF SERVICE CREDITS"

**TO: Assistant Schools Division Superintendents
Division Chiefs/ Supervisors /Coordinators / Specialists
District Supervisors /District OICs/Caretakers
School Heads, Teachers (Elem and Sec)
All Others Concerned**

1. This Office INFORMS the field of the guidelines to ensure smooth processing of service credits claim. The following are the documentary requirements needed for the different activities:

a. Election Service Credits

- ✓ Letter Request addressed to the SDS signed by School Head
- ✓ List of Teachers/Claimants
- ✓ Form 48 of each claimant signed by School Head & mounted in a long bond paper
- ✓ BEI Appointment and/or COMELEC Certification of each claimant

b. K to 12 Credential Trainings/Workshops and/or Other Seminars/Workshops

- ✓ Letter Request addressed to the SDS signed by School Head with attached training/activity design
- ✓ List of Teachers/Claimants
- ✓ Form 48 of each claimant signed by School Head & mounted in a long bond paper
- ✓ DEPED Memorandum
- ✓ Certificate of Training/Participation (Certificate of Appearance is invalid for one-day conference)
- ✓ Accomplishment Report of each claimant signed by PSDS
 - *Must be the actual service rendered by the claimant
 - *Copy/Paste is null and void

c. Scout Camporal

- ✓ Letter Request addressed to the SDS signed by School Head with attached training/activity design
- ✓ List of Teachers/Claimants
- ✓ Form 48 of each claimant signed by School Head & mounted in a long bond paper
- ✓ Approved Permit/Approved School/District Calendar of Activities by the PSDS
- ✓ Matrix (showing the schedule of activities)
- ✓ Copy of Opening Program
- ✓ Attendance Sheet prepared/duly signed by the School Head/DFA/DSC
- ✓ Pictorials
- ✓ Accomplishment Report of each claimant signed by PSDS



Address: IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 255-6405
Email Address: cebu.province@deped.gov.ph

*Must be the actual service rendered by the claimant

*Copy/Paste is null and void

d. Sports Fest

- ✓ Letter Request addressed to the SDS signed by School Head with attached training/activity design
- ✓ List of Teachers/Claimants
- ✓ Form 48 of each claimant signed by School Head & mounted in a long bond paper
- ✓ Approved Permit/Approved School/District Calendar of Activities by the PSDS
- ✓ Pictorials
- ✓ Accomplishment Report of each claimant signed by PSDS
 - *Must be the actual service rendered by the claimant
 - *Copy/Paste is null and void

e. Brigada Eskwela

- ✓ Letter Request addressed to the SDS signed by School Head with attached training/activity design
- ✓ List of Teachers/Claimants
- ✓ Form 48 of each claimant signed by School Head & mounted in a long bond paper
- ✓ Pictorials
- ✓ Accomplishment Report of each claimant signed by PSDS
 - *Must be the actual service rendered by the claimant
 - *Copy/Paste is null and void

f. Tree Planting

- ✓ Letter Request addressed to the SDS signed by School Head with attached training/activity design
- ✓ List of Teachers/Claimants
- ✓ Form 48 of each claimant signed by School Head & mounted in a long bond paper
- ✓ Division Memorandum
- ✓ Attendance of Pupils
- ✓ Pictorials must be Geo-Mapped
- ✓ Claims must be on **MONTHLY BASIS**
- ✓ Accomplishment Report of each claimant signed by PSDS
 - * Must be the actual service rendered by the claimant
 - * Must be an eight (8) hour activity with indicated time per activity
 - * Have the Division Tree Planting Coordinator (Mr. Raul Jumao-as) sign/ certify the required application documents
 - * Copy/Paste is null and void


g. Property Custodian

- ✓ Letter Request addressed to the SDS signed by School Head with attached training/activity design
- ✓ Designation Order
- ✓ Form 48 of each claimant signed by School Head & mounted in a long bond paper
- ✓ Memorandum on Schedule of Inventory
- ✓ Work Program
- ✓ Accomplishment Report of each claimant signed by PSDS
 - *Must be the actual service rendered by the claimant
 - *Copy/Paste is null and void

h. Other Academic/Programs/Activities that Fall on a Saturday, Sunday and Holidays Granted with Service Credits

- ✓ Letter Request addressed to the SDS signed by School Head with attached training/activity design
- ✓ List of Teachers/Claimants
- ✓ Form 48 of each claimant signed by School Head & mounted in a long bond paper
- ✓ Division Memorandum
- ✓ Pictorials
- ✓ Accomplishment Report of each claimant signed by PSDS
 - *Must be the actual service rendered by the claimant
 - *Copy/Paste is null and void

2. All required documents must be arranged according to the list of requirements for each claimant, enclosed in a long white folder fastened in portrait orientation per school and submitted to the Human Resource in-charge. ***Pertinent documents should be pre-evaluated by ADAS or designated in-charge in each school.***
3. Activities subject to claim for service credits should be duly approved by this Office, otherwise, not eligible for such claim.
4. Submission of folders for service credits availment shall be made immediately after the activity and not to exceed six (6) months except for election and census, otherwise, subject for written explanation and for another approval by this Office.
5. **Schedule of submission shall be from the 25th day to 30th day of the month only.**
6. For information, strict implementation and guidance of all concerned.


MARILYN S. ANDALES, EdD, CESO V
Schools Division Superintendent