



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

Email Add: catanduanes@deped.gov.ph / catanduanesdiv15@gmail.com
Website: www.depedrovcatanduanes.com Tel No.: (052) 811-40-83



RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date: JUL 26 2018

Time: 3:10 P.M.

Signature:

MEMORANDUM

TO : Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads/OIC's
Section Heads

FROM :
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT : **PROCESS FLOW FOR THE GRANT OF SERVICE CREDITS & COMPENSATORY OVERTIME CREDITS**

DATE : July 26, 2018

For easy processing of request for the grant of service credits and compensatory overtime credits, attached is the process flow.

For information and guidance.

PROCESS FLOW FOR THE GRANT OF SERVICE CREDITS & COMPENSATORY OVERTIME CREDITS

IN-CHARGE OF SEMINAR / TRAINING / WORKSHOP / CONFERENCE	RECORDS OFFICE	PERSONNEL OFFICE	OFFICE OF THE SDS
---	----------------	------------------	-------------------

Prepare Special Order for Service Credits with DTR or Attendance Sheet. Separate for Elementary, JHS, SHS and Implementing Units.

- 1 copy -Elementary (w/ name of School & District)
- 1 copy -JHS (w/ name of School)
- 1 copy -SHS (w/ name of School)
- Implementing Units (copy will depend on the number of schools granted service credits)

Stamp "Received" the Special Order

for Special Order Numbering

- Mr. Glenn C. Camacho for Elementary
- Ma. Lourdes M. Sorra for Secondary

for Signature of the Schools Division Superintendent

for Release
(for Implementing Units ONLY)

for Receive/Recording/Filing

NOTE:

- ✓ Submission of Service Credits should be within 5 to 7 days after the service has been rendered.
- ✓ For training/workshop/conference initiated by CID, Ma. Lourdes Sorra will forward the Special Order (for Implementing Units only) to the personnel in-charge at CID for recording and release at records office.