



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



RELEASED

Records Section
Date: MAY 17 2019
Time: 7:00 AM
Initial/Signature: [Signature]

MEMORANDUM TO: Public Schools District Supervisors
Secondary School Heads
Schools Division Office Personnel

FROM: *[Signature]*
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent *[Signature]*

SUBJECT : Service Credits for teaching and non-teaching personnel who served during the May 13, 2019 National and Local Elections

DATE : May 17, 2019

In order to facilitate the recording of service credits for teaching and non-teaching personnel who served during the May 13, 2019 National and Local elections, the following must be observed:

- 1.) Submit two (2) copies of Daily Time Record (DTR) duly signed by the Municipal Election Supervisor to the office of the Public Schools District Supervisor (for Elementary) and to the school head (for secondary) for the Division Special Order and for submission to the Schools Division Office in bunch.
- 2.) Every district must have separate Division Special Order (Ex: one for Virac North, one for Virac South).
- 3.) Schools Division Office personnel who served in said elections must submit their DTR to the personnel section.
- 4.) For your information and guidance,