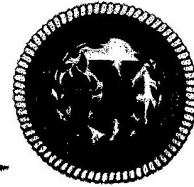


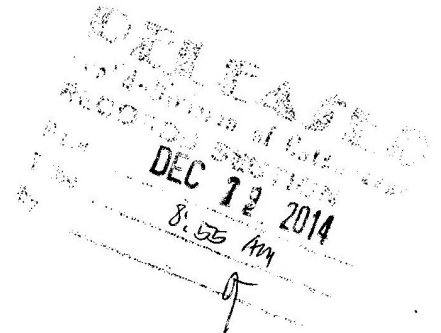


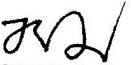
Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



MEMORANDUM TO:

Education Program Supervisors
Division Coordinators
Public Schools District Supervisors
Heads of Elem. and Secondary Schools
OIC, Office of the AO V



FROM :  **JOSE L. DONCILLO, CESO VI**
Schools Division Superintendent

SUBJECT : **Request for Service Credits and COC**

Date : December 18, 2014

As a matter of policy, this is to advise the field that requests for Granting of Service Credits and Compensatory Overtime Credits shall have been approved prior to the conduct of the activity. Approved request shall then be attached to the Division Special Order as basis for its approval. Only those with prior approved request shall be considered by the undersigned as appropriately recommended by the District Supervisor for elementary schools and by the ASDS for secondary schools.

Properly accomplished Form 48 approved by either the school head/district supervisor for school/district activities or by the OIC-Office of the AO V for division activities shall likewise be submitted as required attachment to the request.

For information, guidance and compliance.