



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OF BULACAN

DIVISION MEMORANDUM
 No. 468 s. 2023

REQUIRED DOCUMENTS FOR THE GRANT OF SERVICE CREDITS TO TEACHING PERSONNEL

To: Assistant Schools Division Superintendents
 SGOD and CID Chiefs
 Public Schools District Supervisors
 Secondary and Elementary School Principals/OICs
 All Others Concerned

1. In accordance with DepEd Order No. 53, s. 2003, titled Updated Guidelines on Grant of Vacation Service Credits to Teachers, the following provisions/requirements shall apply effective immediately:

Activity	Division Level	School Level
Deped Projects and Activities	Requirements <ul style="list-style-type: none"> ➤ Division Memorandum ➤ List of Participants ➤ Certificate of Attendance ➤ Daily Time Record signed by the Education Program Supervisor In-Charge ➤ MOVs 	Requirements <ul style="list-style-type: none"> ➤ Copy of the approved activity ➤ List of Participants ➤ Certificate of Attendance ➤ Daily Time Record signed by the Principal for Secondary and the PSDS for Elementary ➤ MOVs
Census/Elections/Early Enrolment/Brigada Eskwela and other related DepEd mandated activities	Requirements <ul style="list-style-type: none"> ➤ Approved Memorandum/Copy of the approved activity (as appropriate) ➤ List of participants/teachers duly signed by the PSDS 	

2. Participants shall be furnished with a Special Order as evidence for a grant of service credits which shall not exceed 15 work days in one year.



Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
Website: <https://bulacandeped.com>
Email: bulacan@deped.gov.ph



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

3. Service credits earned are to be used to offset absences of teacher due to illness. To offset absences on account of illness, one (1) work day service credit is used to offset one (1) day of illness. (DO No. 53, s. 2003)
4. Wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN EdD, CESO V
Schools Division Superintendent

November 06, 2023
HR/hrmo