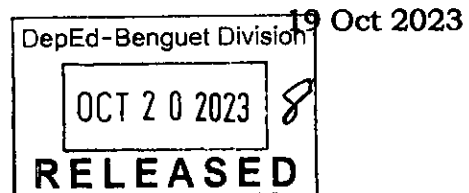




Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet

**DIVISION MEMORANDUM**  
No. 383 s. 2023.



**REITERATING SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE GRANT OF SERVICE CREDITS TO TEACHERS IN THE IMPLEMENTATION OF THE NATIONAL LEARNING CAMP AND END OF THE SCHOOL YEAR REMEDIAL AND ADVANCEMENT CLASSES**

**TO:** Chief Education Supervisors of CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/District in Charge  
Elementary and Secondary School Heads and Teachers

1. Pursuant to DO No. 13, s. 2018 amended by DO 25 s. 2022, **Implementing Guidelines on the Conduct of Remedial and Advancement Classes During the End-of-School Year (EOSY) classes** and DO No. 014, s. 2023, **Policy Guidelines on the Implementation of the National Learning Camp**, all school heads who implemented the program shall prepare and submit documentary requirements for the grant of service credits to teachers.
2. All teachers involved in these NLRP-related EOSY break activities shall be granted vacation service credits for the services rendered during the NLC and EOSY. One (1) workday of vacation service credit shall be granted per accumulated eight (8) hours of service rendered, as certified by their respective School Heads. The number of service credits authorized is exclusive of the fifteen days maximum vacation service credits allowed as per DO No. 53, s. 2023
3. The documentary requirements for the grant of Service credits are the following:
  - a. Special Order
  - b. Daily Time Record duly signed by the School Head
  - c. Individual Daily Accomplishment Report
  - d. Pictorials
  - e. Signed Memo
  - f. Request Letters to conduct NLC and EOSY break activities.



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4. All School Heads are advised to prepare a Special Order certifying the number of hours rendered by teachers in the NLC/EOSY for service credit. Enclose is the Template of the Special Order to be accomplished.
5. The deadline of submission of all documents for the grant of service credits will be on **October 27, 2023**. Schools with incomplete requirements will not be considered. Schools who already submitted documents prior to this memo should see to it that all-documentary requirements are complete. Lacking documents should be submitted immediately.
6. Immediate dissemination of this memorandum is desired.

  
**SALLY L. BANAKEN-ULLALIM CESO V**  
Schools Division Superintendent

  
*CID/RAG/jfp/Grant of Service credits*



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Enclosure 1 of DM 383 s. 2023

19 Oct 2023

**SPECIAL ORDER**

No. 001, s. 2023

Pursuant to DepEd Order 53, s. 2003 and CSC & DBM Circular No. 2, s. 2004, the following teaching personnel is hereby granted Service Credits in connection with services rendered during the conduct of the **National Learning Camp and the End of the School Year for K to 12 Basic Education Remedial and Advancement Classes, SY 2022-2023** (*Division Memorandum 241, s. 2023*)

<b>NAME OF TEACHER</b>	<b>POSITION</b>	<b>DATE</b>	<b>SERVICE CREDITS (No. of Days)</b>

**JUAN DE LA CRUZ**  
School Principal 1



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