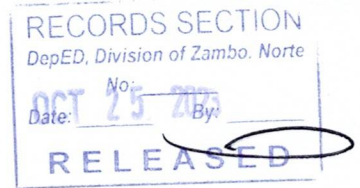




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Office of the Schools Division Superintendent**



October 25, 2023

Division Memorandum  
No. 478, s. 2023

**DOWNLOADING OF SERVICE CREDIT TO THE FIELD OFFICES**

To: Public Schools District Supervisors  
School Heads  
Administrative Officers II  
All Others Concerned

1. In line with DepEd Order No. 53 s. 2003, Updated Guidelines on the Grant of Vacation Service Credits to teacher to improve the delivery of education services on the grant of vacation service credits to our teachers. It is hereby directed that the processing and evaluation of their claims shall be through the districts/schools, this is to expedite their claim as support for their absences due to illness through leave basis.
2. Further the evaluation of the completeness and veracity of the documentary requirements for each activity and the processing of its approval form part of the duties and responsibilities of Administrative Officer II in the field.
3. For guidance enclosed are the list of documentary requirements for each activity. For further concerns and queries you may contact the Personnel Unit 09164352464.
4. This memorandum shall be effective immediately.
5. For information, guidance, dissemination, and compliance.

**ROY C. TUBALLA EMD, JD, CESO VI**  
Schools Division Superintendent

PERSONNEL/ PJB/ DivMemo/ 10252023



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843  
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*Enclosure 1*

**Election Service Credits**

1. Letter Request – (Addressed to the SDS) duly signed by the School Head
2. 3 COPIES Special Order (S.O)
3. Form 48 per Teacher
4. BEI Appointment and/or COMELEC Certification per Teacher (Original Copy)

**K to 12 Credential Trainings/Workshops and/or Other Seminars/Workshops**

1. Letter Request – (Addressed to the SDS) duly signed by the School Head
2. 3 COPIES Special Order (S.O)
3. DEPED Memorandum
4. Form 48 per Teacher
5. Certificate of Training/Participation (Certificate of Appearance is Invalid)
6. Accomplishment Report per Teacher (Must be the actual service rendered by the teacher/claimant)

**Scout Camporal**

1. Letter request (addressed to the SDS) duly signed by the School Head
2. 3 COPIES Special Order (S.O)
3. Approved Permit/Approved School/District Calendar of Activities
4. Form 48 per teacher
5. Matrix
6. Copy of the Opening Program
7. Attendance Sheet prepared/duly signed by the School Head/DFA/DSC
8. Pictorials
9. Accomplishment Report per teacher (Must be the actual service rendered by the teacher/claimant)

**Sports Fest**

1. Letter request (addressed to the SDS) duly signed by the School Head
2. 3 COPIES Special Order (S.O)
3. Approved Permit/Approved School/District Calendar of Activities
4. Form 48 per teacher
5. Pictorials
6. Accomplishment Report per teacher (Must be the actual service rendered by the teacher/claimant)

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Enclosure 2

**Brigada Eskwela**

1. Letter request (addressed to the SDS) duly signed by the School Head
2. 3 COPIES Special Order (S.O)
3. DepEd Memorandum
4. Form 48 per teacher
5. Pictorials
6. Accomplishment Report per teacher (Must be the actual service rendered by the teacher/claimant)

**Tree Planting**

1. Request Letter (addressed to the SDS) duly signed by the School Head
2. Division Memorandum
3. 3 COPIES Special Order (S.O)
4. Form 48 per Teacher
5. Attendance of Pupils
6. Pictorials must be Geo – Mapped
7. Claim must be on a Monthly Basis
8. Accomplishment Report per Teacher
9. Must be the actual service rendered by the teacher/claimant
10. Must be an eight (8) hours activity with indicated time per activity
11. Have the Division Tree Planting Coordinator signed/certified the Required Application Documents.

**Other Academic/Programs/Activities (Falls on a Saturday, Sunday and Holidays being granted with service credit)**

1. Letter request (addressed to the SDS) duly signed by the School Head
2. 3 COPIES Special Order (S.O)
3. Division Memorandum
4. Form 48 per teacher
5. Pictorials
6. Accomplishment Report per teacher (Must be the actual service rendered by the teacher/claimant)

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