



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

DIVISION MEMORANDUM

MAR 22 2024

No. 098, s. 2024

POLICY ON THE ISSUANCE OF SPECIAL ORDER ON THE GRANT OF SERVICE CREDITS, LEAVE CREDITS, AND COMPENSATORY TIME-OFF (CTO) TO QUALIFIED TEACHING AND NON-TEACHING EMPLOYEES IN THE SCHOOLS DIVISION OF KABANKALAN CITY

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Benefits administration is one of the vital Key Result Areas under the Personnel Section which covers the policies on earning, granting, and availing of leave benefits and privileges.
2. Beginning the Month of April 2024, all Special Orders relative to the granting of service credits, leave credits, and compensatory time-off (CTO) to qualified employees shall be prepared by a staff member of the Personnel Section delegated by the HRMO.
3. This not only ensures proper documentation but also aligns this specific task to the appropriate office charged with managing the benefits administration process.
4. In facilitating the submission of documentary requirements for the issuance of Special Order, Program Handlers in the Division Office Proper assigned to tasks or activities which warrant the granting of the aforementioned leave benefits and privileges to qualified employees, including the Program Handlers themselves, shall take charge in the consolidation of the documentary requirements.
5. The following documentary requirements shall be endorsed in writing by the Program Handlers to the Personnel Section through the Records Section:
 - a. Memorandum on the conduct of an activity requiring the attendance of participants on holidays and weekends;
 - b. List of employees to be granted service credits, leave credits, or CTO certified by the Program Handler using the format below:

Name of Employee	Service Credit/Leave Credit/CTO
Last Name, First Name, Middle Name	

**The same list shall be submitted to the Personnel Section in MS Excel format should the list contain more than 10 employees.*



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- c. Daily Time Record (DTR) indicating the actual time and date of reporting signed prepared by the employee and verified by the Program Handler for Division-managed activities or by the School Head for school-based activities.
6. Only employees whose names and complete documentary requirements endorsed by the Program Handlers shall be included in the Special Order to be issued.
7. Insofar as practicality is concerned, only one Special Order shall be prepared and issued for every activity warranting the same to avoid repetitive or duplicate issuances and minimize errors.
8. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent