



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

DIVISION MEMORANDUM

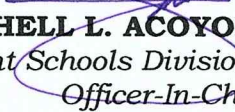
No. 406, s. 2023

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SUBMISSION OF PERTINENT DOCUMENTS FOR THE GRANT OF SERVICE CREDITS FOR TEACHING AND NON-TEACHING EMPLOYEES WHO SERVED DURING THE BARANGAY AND SK ELECTIONS 2023

To: OIC-Assistant Schools Division Superintendent
CID and SGOD Chief
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In consonance with the provisions stipulated in RA 10756, COMELEC Resolution 10924 dated June 7, 2023 and DepEd Order No. 53, s. 2003, five (5) days service credits shall be granted to all government employees who served as EB, DESO, BBOC, and Support Staff during the Barangay and SK Elections 2023.
2. Relative thereto, all teaching and non-teaching employees of the Schools Division Office of Kabankalan City who served as EB, DESO, BBOC, and Support Staff during the 2023 BSKE shall submit the following documents to verify their eligibility for the grant of said benefit:
 - a. 1 original copy of Daily Time Record verified by the usual signatories
 - b. 1 photocopy of Appointment and Oath (CEF No. A5 and A5-A)
3. The School Heads shall facilitate the submission of the said documents from the concerned personnel of their respective schools to the HRMO through the Records Unit while concerned Division Office personnel shall submit the same directly to the HRMO.
4. The deadline for submission shall be on November 17, 2023.
5. 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