



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

May 22, 2019

DIVISION MEMORANDUM

No. 001, s. 2019

ALLOWABLE SUBMISSION PERIOD OF SERVICE CREDITS

To : OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District -In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. This Office informs the field that service credits that can be earned in activities like Election, Brigada Eskwela and etc. shall be given a period of 3 months from the date of services rendered.
2. All concerned applicants are required to submit the documents immediately after the services or before the end of the prescribed period.
3. Applicants who fail to submit the necessary documents within the allowable timetable shall forfeit their privilege to earn service credits.
4. Immediate and wide dissemination of this memorandum is desired

WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

WDB/NLR/lby

5/22/19

23 MAY 2019

Tel Nos: (035)225-2838 / 225-0667/422-7844 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)