



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Division of City Schools - Tagbilaran City

**Office of the Schools Division
Superintendent**

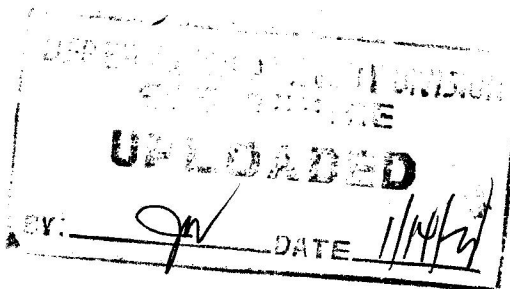
DIVISION MEMORANDUM

No. **013**, s. 2020

**DEADLINE FOR SUBMISSION OF REQUESTS FOR SERVICE CREDIT AND
COMPENSATORY OVERTIME CREDIT FOR CY 2019**

To: Division Chiefs
Education Program Supervisors (EPS)
Public Elementary and Secondary School Heads
All Others Concerned

1. For the purpose of updating ledgers, all requests for Service Credits and Compensatory Overtime Credits (COC) on activities for the Calendar Year 2019 shall be submitted **on or before March 31, 2020** to Mrs. Jocelyn P. Cutin, Administrative Officer IV, at the Personnel and Records Section of this Division. Requests submitted after the said deadline shall not be received.
2. It must be accomplished with Daily Time Record (DTR), accomplishment report, Memorandum indicating the service credits due for the activity and indorsement from the immediate superior.
3. Immediate dissemination of this Memorandum is desired.



JOSEPH IRWIN A. LAGURA, Ph.D.
Schools Division Superintendent
Office of the Schools Division Superintendent

