



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Schools Division of San Jose del Monte City



February 26, 2020

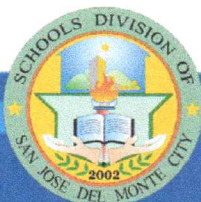
SCHOOLS DIVISION MEMORANDUM  
No. 068, s. 2020



GRANT OF SERVICE CREDITS TO TEACHERS  
AND COMPENSATORY OVERTIME CREDIT TO NON-TEACHING PERSONNEL

To : SDO Personnel  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office reiterates the guidelines on the grant of service credits as stipulated in DepEd Order No. 53, s. 2003 and on the grant of Compensatory Overtime Credit (COC) for non-teaching personnel per CSC and DBM Joint Circular No. 2, s. 2004 dated October 4, 2004.
2. For Teaching Personnel:
  - a. Service Credits are granted to teachers. The basic policy in the grant of vacation service credit is that it should be given only for work beyond regular functions or beyond regular work hours/days where payment of honorarium or overtime pay is not possible.
  - b. Effective April 1, 2020, the required documents and facilitation for the grant of service credits for the activities conducted at the regional/schools division level shall be taken care of by the SDO personnel in-charge of the activity, provided that the grant of service credits is indicated in the regional/schools division memorandum or approved by the Regional Director/Schools Division Superintendent.
  - c. The required documents for all other requests for the grant of service credits shall be compiled and submitted by the school head to the SDO-Records Section within five (5) days after the conduct of the activity.
  - d. Attached is Regional Memorandum No. 114, s. 2017 entitled "Regional Documents for the Grant of Service Credits and Other Policy", for information.
  - e. Likewise, pursuant to DepEd Memorandum No. 328, s. 2009, entitled *Guidelines on the Grant of Vacation Service Credits to Teachers Designated as District/School Property Custodians*, school heads may request for the grant of service credits of school property custodians who are required to render services during summer vacation to conduct property inventory. The number of service credits to be granted will be indicated in a Memorandum containing the schedule of Annual Physical Inventory. Only school property custodians designated by the Schools Division Superintendent shall be entitled to service credits.



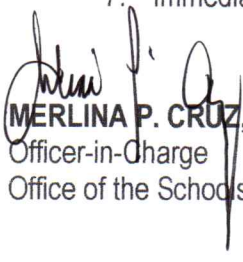




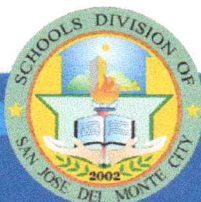
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3. For Non-Teaching Personnel:
  - a. Compensatory Overtime Credit (COC) is given to non-teaching personnel. The required documents for the grant of COC shall be submitted upon return to official station. Only activities with specified date and time for rendition of overtime and its purpose, through a memorandum or issuance, as authorized by the head of office, shall be granted COCs.
  - b. It is reiterated that COCs should be used as Compensatory Time-Off (CTO) within the year and unutilized COCs should not be carried over in the ensuing year, hence, non-cumulative. Also, the COCs will not be added to the regular leave credits, as such, it is not part of the accumulated leave credits that is paid out to employees.
  - c. Approval from the head of agency shall be sought before the availment of service credit or CTO.
  - d. The required documents for all requests for COCs shall be submitted the SDO-Records Section upon return to station.
4. All requests (with complete documents) for grant of service credits of teachers (not yet submitted), such as rendition of services during Brigada Eskwela, National and Local Elections, Oplan Balik Eskwela and others, shall be submitted to the SDO-Records Section on or before March 31, 2020.
5. Items 2C and 3D shall apply for activities attended/conducted from April 1, 2020 onwards. It is reiterated that submission of requests for grant of service credits shall be done within five (5) days after the conduct of the activity to facilitate processing, to avoid accumulation of documents, and to have updated personnel records at all times.
6. Approved service credits can be viewed at [www.depedcsjdm.weebly.com](http://www.depedcsjdm.weebly.com) starting May 2020.
7. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**MERLINA P. CRUZ, PhD, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent

OSDS/mpc/jdsm  
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