



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte

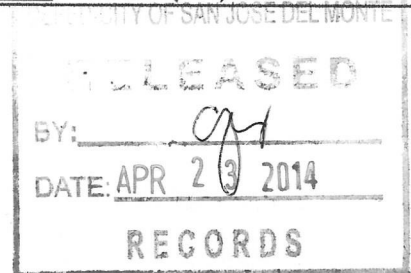


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April 21, 2014

DIVISION MEMORANDUM


No. 53 s. 2014



**GRANTING OF SERVICE CREDITS TO ALL PERSONNEL INVOLVED
IN THE LEARNER INFORMATION SYSTEM (LIS) FOR SY 2013-2014**

To: All Public Schools District Supervisors
Public Elementary & Secondary School Principals/OICs
EBEIS/ICT Coordinators, Class Advisers involved in LIS

1. Pursuant to Deped Order No. 13, s. 2014, *"All personnel involved in the LIS at the schools, district and division levels are allowed to render overtime services during weekdays, weekends, and holidays when necessary to meet the LIS target schedules. At the school level, these overtime services can be converted to service credits"*. Hence, this City Division shall grant the privilege provided that the concerned personnel actually perform the said task.
2. All nationally funded teachers who performed the task are eligible to avail of this privilege. However, teachers holding advisory class but under contractual status shall be granted local service credits by their respective school heads.
3. Personnel concerned shall submit his/her duly accomplished Form 48 to the designated School LIS-Administrators or the ICT coordinators for validation and noted by the school heads. The number of actual overtime hours may vary depending on the school's accessibility to internet and the LIS server. However, for uniformity and equity, total number of days to be earned by the class adviser shall in no case exceed three (3) days while ICT School Administrator shall not exceed seven (7) days for big schools (w/ 3000 and up enrolment) or five (5) days for small and medium schools.
4. Inclosure No. 1 is a sample format of school request containing all the names of school personnel who rendered overtime services for LIS accomplishment.
5. The school request form should be submitted to the Schools Division Office for approval after the deadline of LIS on April 30, 2014.
6. Immediate and wide dissemination of this Memorandum is hereby desired.


ESTELITA G. PINEDA, CESO V
Schools Division Superintendent

**REQUEST TO GRANT SERVICE CREDITS FOR CLASS ADVISERS,
ICT COORDINATORS**

Division : **CITY OF SAN JOSE DEL MONTE**

Name of School : _____

District : _____

	LIS Personnel	Designation (Adviser or ICT Coor)	Total no. of Pupils/Students	Total No. of Hours Served
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

Certified Correct :

School LIS-Admin/ICT Coordinator

Noted :

School Head

APPROVED :

ESTELITA G. PINEDA, CESO V
Schools Division Superintendent

Note : Attach duly accomplished Form 48