



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

JUN 01 2023

May 30, 2023

REGIONAL MEMORANDUM

No. 252-2023

**REQUIREMENTS ON THE PROCESSING OF SERVICE CREDITS FOR TEACHERS
AND COMPENSATORY OVERTIME CREDITS FOR NON-TEACHING PERSONNEL**

To: Assistant Regional Director
Schools Division Superintendents
Chiefs of RO Functional Divisions
All others concerned

1. Pursuant to **DM 067, s. 2021 "Amendment to DepEd Memorandum No. 065, s. 2021** (Clarificatory Guidelines on the Grant of Vacation Service Credits to Teachers for SY 2020-2021 in Light of the COVID-19 Pandemic)" and **DO 30, s. 2016 "Policies and Guidelines on Overtime Services and Payment in the Department of Education"**, this office hereby reiterates the submission of the following as basis in the computation of overtime service rendered:

- a) signed/approved memorandum to render overtime service;
- b) list of personnel who rendered overtime service indicating the date and actual number of hours rendered;
- c) accomplished Daily Time Record (DTR) or Attendance Sheet; and,
- d) accomplishment report.

2. Program owners and/or focal persons shall ensure that the above-mentioned requirements are complied with as basis for the issuance of Special Order on the grant of Service Credit or Compensatory Overtime Credit.

3. For more details, kindly contact the **Administrative Division** at Tel. No. **422-1318 or 422-1804** or through email at car.admin@deped.gov.ph.

4. Immediate and widest dissemination of this memorandum is directed.

ESTELA P. LEON - CARIÑO EDD, CESO III
Director IV/Regional Director

For the Regional Director:

RONALD B. CASTILLO, CESO V
Director III/Assistant Regional Director

ASD/PS/ect

