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DATE: 10/21/26
TIME: 11:12 am

Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

102126588

MEMORANDUM

TO : MARY JODELLE E. OLLET, Administrative Officer V
REBECCA M. ROLDA, Administrative Officer IV
HRM Staff, In-Charge of Processing the Service Credits
Program Owners
School Heads
School Administrative Officers

FROM : NYMPHA D. GUEMO
Schools Division Superintendent

SUBJECT : **PROCESSING OF VACATION SERVICE CREDITS**

DATE : October 21, 2026

Relative to the complaint received by this Office from anonymous teacher through 8888 Citizens Complaint Center on the inconvenient processing of service credits in DepEd- SDO Ligao City, all concerned are directed to observe the following:

1. The HRMO shall strategize in making the processing of vacation service credits a priority . Upon receipt of the request for the grant of vacation service credits, the documents shall be checked and processed for the issuance of Special Order.

2. The release of the Special Order shall be within three to five (3-5)) days upon receipt of the request.

3. In cases where there are discrepancies, non- submission of the required

documents by the requesters, they shall be notified by the SDO VSC in-charge of processing a day after the documents were checked, for the immediate compliance of the lacking documents through a memorandum signed by this Office.

4. The program owners, school heads and other requesters of service credits shall submit a complete set of the required documents(Signed Form 48, Attendance Sheet, copy of Memorandum / Advisory /approved Request for VSC and a copy of accomplishment report within three(3) days upon the conduct of the activity in order to expedite the processing and release of the Special Order. These documents shall be properly transmitted to this Office (OSDS), through a transmittal letter for tracking purposes.

5. The School Administrative Officer shall be responsible for the dissemination of the Special Order on the grant of Vacation Service Credits to all school personnel concerned and shall be monitored by the school head.

6. All concerned, from the submission of documents to the release of Special Order are directed to observe the mentioned timeline and shall take the task not only as a responsibility but as an accountability.

7. For information, guidance and compliance of all concerned.