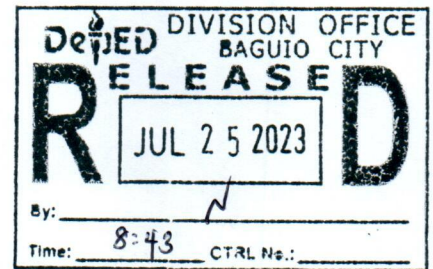




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



July 24, 2023

**DIVISION MEMORANDUM**  
No. **292-2023**

**GRANT OF VACATION SERVICE CREDIT TO TEACHERS WHO RENDERED THEIR SERVICES DURING THE 2022 - 2023 END-OF-SCHOOL-YEAR RITES**

To: Public School Heads  
Public School Teachers

1. Pursuant to **DO 53, s. 2003** titled "**Updated Guidelines on the Grant of Vacation Service Credits to Teachers**" and **RM 252, s. 2023** titled "**Requirements on the Processing of Service Credits to Teachers and Compensatory Overtime Credits for Non-Teaching Personnel**", this office hereby grants Service Credits to Teachers who rendered their services during the preparation and conduct of the 2022 - 2023 End-of-School-Year Rites from July 8 - 14, 2023.
2. School heads and/or focal persons shall ensure that the following requirements are complied with as basis for the issuance of Special Order on the grant of Service Credit.
  - a. List of personnel who rendered service indicating the date and actual number of hours rendered;
  - b. Accomplished Daily Time Record;
  - c. Accomplishment report.
3. Immediate and wide dissemination of this Memorandum is desired.

**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC - Schools Division Superintendent



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