



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**



Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

**DIVISION MEMORANDUM**

No. 013, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS  
PUBLIC SECONDARY SCHOOL HEADS  
DIVISION OFFICE PERSONNEL**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**  
OIC-Schools Division Superintendent

Subject: Online Application for Updating of Leave/Service Credits

Date: January 8, 2019

1. The field is hereby informed that the Online Application for Updating of Leave/Service Credits is already available which may be accessed thru the Division Website. Instructions for the aforementioned is attached to serve as reference.
2. Any clarification may be addressed to the Admin-Personnel Office thru this email address: [depedelsalvador.hrmo18@gmail.com](mailto:depedelsalvador.hrmo18@gmail.com) or thru this mobile number: 0956 654 1822.
3. For information and guidance.

Copies Furnished:  
Person Concerned  
Records Section- Memo

OSDS/ADMIN/ama

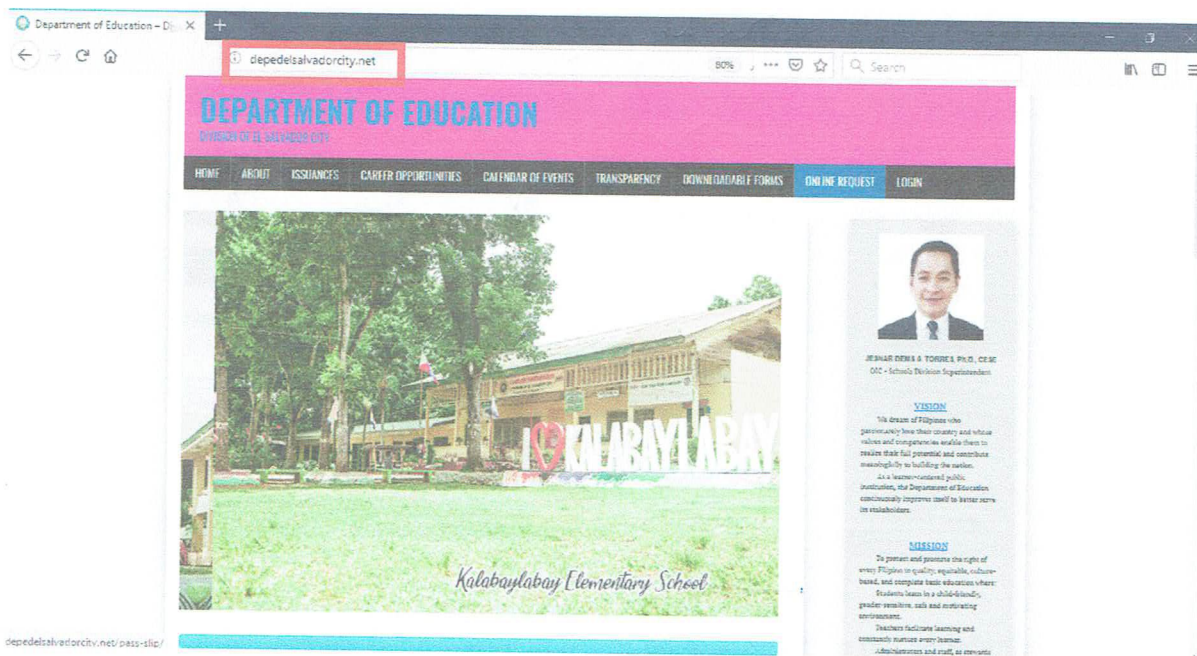
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**Tayo**  
PARA SA  
EDUKASYON

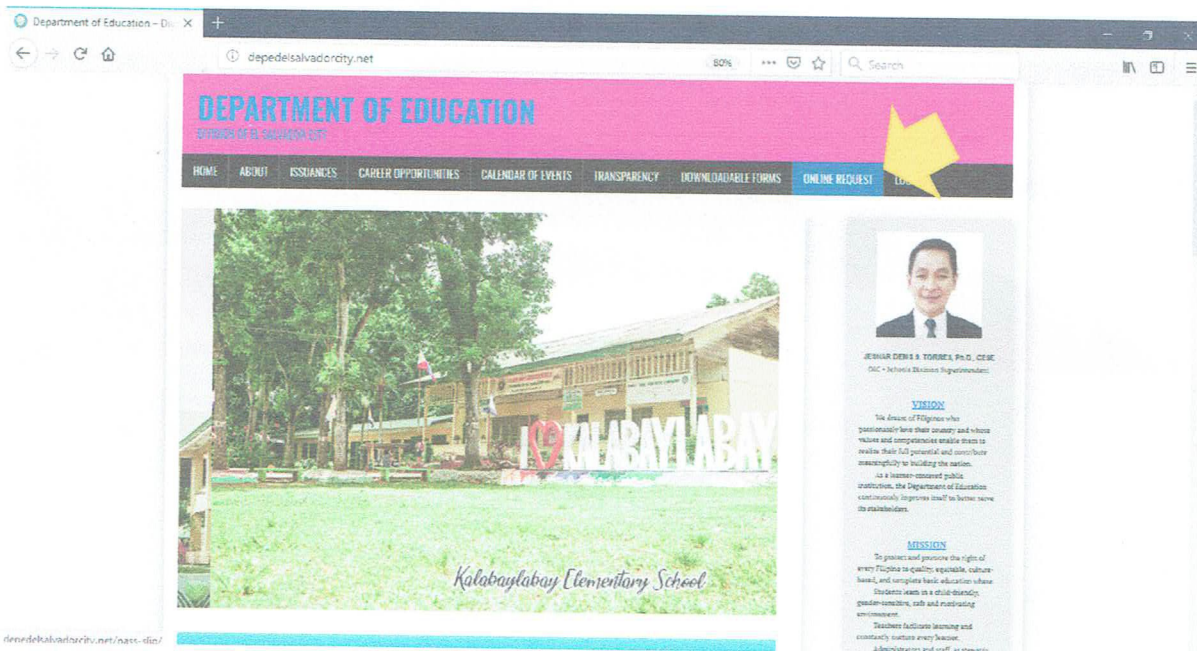


### Instructions for Online Application for Updating of Leave/Service Credits

Step 1: Access the Division Website thru this url: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)



Step 2: Click **ONLINE REQUEST** menu



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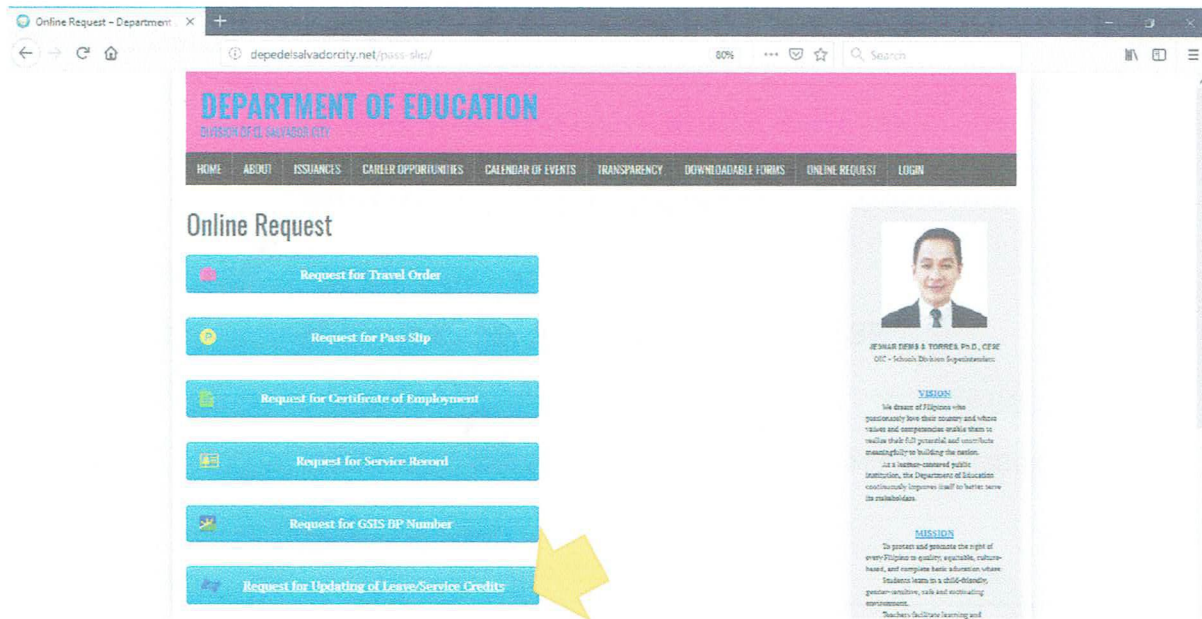


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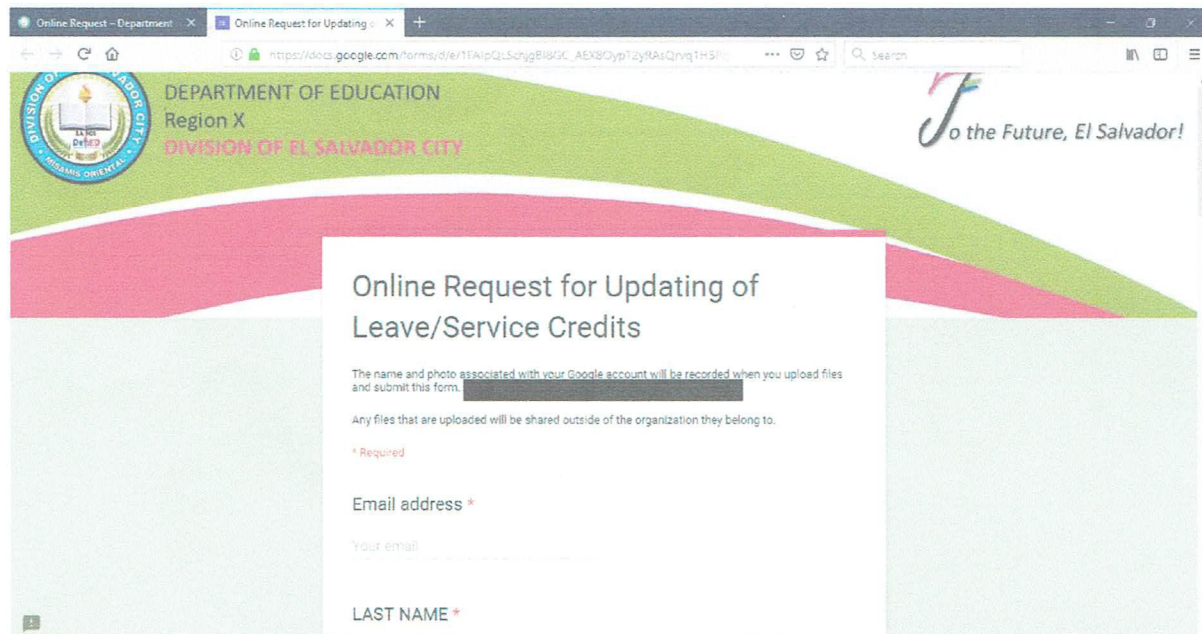
Zone 3, Poblacion, El Salvador City  
Telefax No: (088) 555-0475 | Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph) | Website: [depedelsalvadorcity.net](http://depedelsalvadorcity.net)

Step 3: Select the button for **Request for Updating of Leave/Service Credits**



Step 4: Fill Out the Google Form where you will be redirected. In the google form, you are to attach the scanned copy of the following documents:

- ATTACHMENT NO. 1: Kindly attach Memo or Approval by SDS relative to the activity
- ATTACHMENT NO. 2: Accomplishment Report/ Certification by COMELEC for Elections
- ATTACHMENT NO. 3: Duly signed DTR/ CS Form 4 or Certificate of Appearance



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