



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



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

DIVISION MEMORANDUM

No. 268, s. 2019

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

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
Assistant Schools Division Superintendent
Officer-In-Charge, Office of the Schools Division Superintendent

Subject: Online Request for Updating of Service/Leave Credits

Date: October 18, 2019

1. The field is hereby reminded of the Division's policy that service/leave credits may be credited only within one (1) month from the activity. To facilitate more efficient system for this, the Personnel Office has made it available online. This may be accessed thru the Division website: www.depedelsalvadorcity.net, the employee shall select the tab for "Online Request" and select the button for "Request for Updating of Leave/Service Credits."
2. Below shall be the person-in-charge for online request on the respective type of activities conducted.

TYPE OF ACTIVITY	PERSON TO REQUEST	ATTACHMENTS
School-Based	School Head	1) Memo re: activity approved by SDS
Division-Based	Program Holder	2) Accomplishment Report 3) Attendance Sheet
All other activities which do not fall in any of the above-mentioned category/type (e.g, seminar by RO)	Employee	1) Memo re: activity approved by SDS 2) Accomplishment Report, if applicable 3) Certificate of Appearance/ DTR

3. For information, guidance and compliance.

Copies Furnished:
Person Concerned
Records Section- Memo

OSDS/ADMIN/ama

ELSA *to the future... El Salvador!* Excellence @ Leadership • Services • Academics

Tayo
PARA SA
EDUKASYON