



Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

24 January 2025


Division Memorandum  
No. 063, s. 2025

SUBMISSION OF UPDATED SERVICE RECORDS  
OF NON-IMPLEMENTING ELEMENTARY AND SECONDARY SCHOOLS

To: Public Schools District Supervisors  
Elementary and Secondary School Heads  
Elementary and Secondary Administrative Officers  
All Others Concerned

1. In connection with the Division Memorandum No. 055, s. 2025, re: "Extraction Unpaid Premiums Receivables for Payment Purposes," all Administrative Officers of non-implementing elementary and secondary schools are advised to submit softcopies of Updated Service Records of teaching and non-teaching personnel through the link, <https://bit.ly/SerCreBalance> **not later than January 28, 2025, 5pm.**
2. For guidance and strict compliance.

By Authority of the OIC-Schools Division Superintendent:

  
**ATTY. NORLITO JR. P. AGUNDAY**  
Attorney III  
Officer-in-Charge



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