




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



Division Memorandum No: 108 s. 2019

TO: Public Schools District Supervisors
District Encoders (for Elementary)
Municipal Encoders (for Secondary)

Through Channels

FROM:  **SOCORRO V. DELA ROSA, CESO V**
Schools Division Superintendent

SUBJECT: **Division Orientation-Workshop on the Preparation of Electronic File for Leave Credits**

DATE: April 1, 2019

Unnumbered DepEd Memo: on Compendium of DepEd Office Functions and Job Description signed by USEC Mateo dated January, 2018, and Unnumbered Regional Memo. s. 2018, re: Implementation of Serbisyong Mabilis/Maayos, Ialay Lagi sa Edukasyon, which is consistent with the provisions of RA 9185 known as the Anti-Red Tape Act (ARTA) of 2007, both stipulated that leave credits should be processed within a month.

This division would like to meet the standard, and one of its steps is the preparation of the Division Electronic Filing of Leave Credits for fast processing, which will be held on April 10, 2019, at the Division Office Conference Hall A, at 8:00 A.M.

In line with this, Public Schools District Supervisors are tasked to identify **1 elementary district encoder per district and 1 secondary encoder per municipality.**

Allocation of Participants:

Municipality	Elementary (1 per dist.)	Secondary (1 per Mun.)	Total
Bagamanoc	2	1	3
Baras	2	1	3
Bato	2	1	3
Caramoran	2	1	3
Gigmoto	1	1	2
Pandan	2	1	3
Panganiban	1	1	2
San Andres	2	1	3
San Miguel	2	1	3
Viga	2	1	3
Virac	2	1	3
Grand Total	20	11	31

Encoders are required to bring laptop, flash drive and extension wire during the activity.

Since teachers are on vacation during the activity, 1 Day Service Credit will be given to the participants, pursuant to DepEd Order No. 53 s. 2003, re: Updated Guidelines on Granting Service Credits.

Expenses relative to the conduct of the activity shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

For information, guidance and strict compliance of all concerned personnel is enjoined.