



Republic of the Philippines  
Department of Education  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF TACLOBAN CITY

January 25, 2024

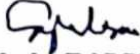
**DIVISIONAL MEMORANDUM**

No. 088, s. 2024

**AVAILMENT OF CERTIFICATE OF COMPENSATORY (COC)  
AND SERVICE CREDIT**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
Section Head  
All Other Concerned

1. In reference to DepEd Order No. 53, s. 2003, entitled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers", and Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 entitled "Non-Monetary Remuneration for Overtime Services Rendered, the Schools Division of Tacloban City recognizes the efforts and contributions of our teaching and non-teaching personnel in the accomplishment of the implementation of projects and programs.
2. Anent to this, the request for issuance of Certificate of COC Earned and Special Order Granting the Claim of Service Credit shall be filed **within three (3) months** from which overtime services rendered. Failure to submit within the specified timeframe will result in the forfeiture of the claim.
3. All teaching and non-teaching personnel are further advised to submit necessary document in accordance with DepEd Order No. 53, s. 2003, and CSC-DBM Joint Circular No. 2, s. 2004, respectively.
4. For more information, please visit the Human Resource Management Office and/or Records Section.
5. Please be guided accordingly. Strict compliance and immediate dissemination of this Memorandum is desired.

  
**SHERLITA A. PALMA EdD, CESO VI**  
OIC-Schools Division Superintendent



Address: 3rd Floor, DepEd – Tacloban City  
Real Street, Tacloban City 6500  
Tel. No. (053) 321-8081



RELEASED

1/26/24