



96822

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2023- 024

To : Francis Jude D. Alcomendras - Administrative Officer V
Myhrra Faye C. Llanos - Administrative Officer IV (HRMO)
Elizabetha R. Bueron – School Principal IV (DICNHS)
Harry V. Obenza – Administrative Officer IV (DICNHS)

Subject: UNIFORM TEMPLATE FOR DEPED SERVICE RECORD

Date : January 26, 2023

In reference to DepEd Regional Memorandum ASD-2022-011 dated January 18, 2022, re: **“Uniform Template for DepEd Service Record”**, the Schools Division Office and Implementing Unit shall use the prescribed template for all released service records for whatever legal purpose it may serve the requesting party.

Starting February 15, 2023, the Regional Office shall only accept Service Records using the said template for submission of documentary requirements for the Retirement, Survivorship, Terminal Leave and other related claims or requests.

For immediate dissemination and strict compliance.

CRISTY C. EPE
Schools Division Superintendent

Enclosed: As stated

OSDS/PS/mfl

DEPED SCHOOLS DIVISION OF DIGOS
RECORDS SECTION
RELEASED
NO: 23-96822
DATE: 26 JAN 2023 TIME: 4:39 PM
BY:



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

BS-1
14255



SCHOOLS DIVISION OFFICE
RECORDS SECTION
RECEIVED 46822
DATE: 23 JAN 2023 TIME: 11:28 am
BY: *[Signature]*

Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
ASD-2022-011

To : Assistant Regional Director
Schools Division Superintendents / OIC-SDS
Regional Chief of Functional Division - ASD

Subject: UNIFORM TEMPLATE FOR DEPED SERVICE RECORD

Date : January 18, 2022

Herewith is the template for DepEd Service Record that shall be released by the Schools Division Office and Implementing Units for whatever legal purpose it may serve the requesting party.

This Office shall only receive Service Record using the attached template effective February 15, 2023 during submission of documentary requirements for the Retirement, Survivorship, Terminal Leave and other related claims or requests.

Further, all concerned personnel who are preparing the said document are hereby reminded to properly close the Service Record for personnel separated from the service.

For information and strict compliance.

ALLAN G. FARNAZO
Director IV *[Signature]*

Enclosed: As stated
ROA3/PS/ljtj

By the Authority of the Regional Director

[Signature]
MARIA INES C. ASUNCION
Director III
Office of the Assistant Regional Director

RECEIVED
14 JAN 2023
[Signature] 61/27/27



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified



Republic of the Philippines
Department of Education
DAVAO REGION

SERVICE RECORD
(To be accomplished by Employer)

Name _____ (If Married woman, give also full maiden name)
(Surname) (Given name) (MI.)

Birth _____ (Date herein should be checked from Birth or
(Date) (Birth Place) Baptismal Certificate or some other reliable documents)

This is to certify that the employee herein above actually rendered services in this Office as shown by the service record below each line of which is supported by appointment and other papers actually issued by this Office approved by the

SERVICE (Inclusive Dates)		RECORD OF APPOINTMENT			OFFICE ENTITY Station/Place of Assignment	LV/ABS w/out Pay	Separation Cause/d
From	To	Designation	Status	Salary			
06/23/2009	06/30/2009	Teacher I	Permanent	144,312.00	Davao City NHS	None	SG 11, Step1
07/01/2009	06/23/2010	Teacher I	Permanent	170,376.00	Davao City NHS	None	S/A E.O. # 811
06/24/2010	05/31/2011	Teacher I	Permanent	187,788.00	Davao City NHS	None	S/A E.O. # 900
06/01/2011	05/31/2012	Teacher I	Permanent	205,188.00	Davao City NHS	None	S/A E.O. # 40
06/01/2012	06/22/2012	Teacher I	Permanent	222,588.00	Davao City NHS	None	S/A E.O. # 76
06/23/2012	12/31/2012	Teacher I	Permanent	224,820.00	Davao City NHS	None	SG 11, Step2
01/01/2013	12/31/2013	Teacher I	Permanent	224,820.00	Davao City NHS	None	
01/01/2014	12/31/2014	Teacher I	Permanent	224,820.00	Davao City NHS	None	
01/01/2015	06/22/2015	Teacher I	Permanent	224,820.00	Davao City NHS	None	
06/23/2015	10/15/2015	Teacher I	Permanent	227,064.00	Davao City NHS	None	SG-11, Step3
10/16/2015	12/31/2015	Education Program Specialist II	Permanent	322,536.00	DepEd RO XI DC	None	promotion
01/01/2016	12/31/2016	Education Program Specialist II	Permanent	341,004.00	DepEd RO XI DC	None	EO 201 NBC 562
01/01/2017	12/31/2017	Education Program Specialist II	Permanent	360,528.00	DepEd RO XI DC	None	NBC 568
01/01/2018	01/21/2018	Education Program Specialist II	Permanent	381,180.00	DepEd RO XI DC	None	NBC 572
01/22/2018	12/31/2018	Planning Officer III	Permanent	457,020.00	DepEd RO XI DC	None	Promotion
01/01/2019	12/31/2019	Planning Officer III	Permanent	487,644.00	DepEd RO XI DC	None	NBC 575 4th Tranche
01/01/2020	09/22/2020	Planning Officer III	Permanent	505,908.00	DepEd RO XI DC	None	NBC 579 1st tranche
09/23/2020	12/31/2020	Senior Education Program Specialist	Permanent	561,492.00	DepEd RO XI DC	None	Promotion
01/01/2021	12/31/2021	Senior Education Program Specialist	Permanent	579,756.00	DepEd RO XI DC	None	NBC 584 2nd Tranche
01/01/2022	present	Senior Education Program Specialist	Permanent	598,020.00	DepEd RO XI DC	None	NBC 588 3rd Tranche

Issued in compliance with Executive Order No. 54 dated August 10, 1954 and in accordance with Circular No. 8, dated August 10, 1954, of the system.

Certified Correct:

HR /Authorized Signatory



Republic of the Philippines
Department of Education
 DAVAO REGION

SERVICE RECORD

(To be accomplished by Employer)

Name _____ (If Married woman, give also full maiden name)
 (Surname) (Given name) (MI.)

Birth _____ (Date) _____ (Place) _____ (Date herein should be checked from Birth or Baptismal Certificate or some other reliable documents)

This is to certify that the employee herein above actually rendered services in this Office as shown by the service record below each line of which is supported by appointment and other papers actually issued by this Office approved by the authorities concerned.

SERVICE (Inclusive Dates)		RECORD OF APPOINTMENT			OFFICE ENTITY Station/Place of Assignment	LV/ABS w/out Pay	Separation Cause/d
From	To	Designation	Status	Salary			
11/01/1986	02/28/1987	Security Guard	Temporary	7,236.00	MECSRO XI	None	
03/01/1987	10/31/1987	Security Guard	Temporary	8,321.40	MECSRO XI	None	
11/01/1987	11/30/1987	Security Guard	Temporary	8,321.40	MECSRO XI	None	
12/01/1987	04/03/1988	Security Guard	Permanent	8,321.40	MECSRO XI	None	Change of Status
04/04/1988	06/30/1989	Security Guard	Permanent	9,153.54	MECSRO XI	None	S/A E.O. 117
07/01/1989	11/30/1990	Security Guard I	Permanent	25,872.00	DECSRO XI	None	S/A NCC 56
12/01/1990	11/30/1993	Security Guard I	Permanent	26,136.00	DECSRO XI	None	1 step incr.
12/01/1993	12/31/1993	Security Guard I	Permanent	26,400.00	DECSRO XI	None	1 step incr.
01/01/1994	12/31/1994	Security Guard I	Permanent	36,000.00	DECSRO XI	None	NCC 72
01/01/1995	12/31/1995	Security Guard I	Permanent	48,000.00	DECSRO XI	None	NCC 74
01/01/1996	12/31/1996	Security Guard I	Permanent	60,000.00	DECSRO XI	None	NBC 448
01/01/1997	12/31/1997	Security Guard I	Permanent	67,560.00	DECSRO XI	None	E.O.389
01/01/1998	12/31/1999	Security Guard I	Permanent	69,240.00	DECSRO XI	None	1 step incr.
01/01/2000	12/31/2000	Security Guard I	Permanent	76,164.00	DECSRO XI	None	E.O 219
01/01/2001	06/30/2001	Security Guard I	Permanent	76,164.00	DECSRO XI	None	
07/01/2001	12/31/2001	Security Guard I	Permanent	79,968.00	DECSRO XI	None	NBC 474
01/01/2002	11/30/2002	Security Guard I	Permanent	79,968.00	DepEd RO XI, D.C.	None	
12/01/2002	08/02/2004	Security Guard I	Permanent	81,984.00	DepEd RO XI, D.C.	None	1 step incr.
08/03/2004	11/30/2005	Administrative Aide III	Permanent	81,984.00	DepEd RO XI, D.C.	None	change pos. title
12/01/2005	06/30/2007	Administrative Aide III	Permanent	84,012.00	DepEd RO XI, D.C.	None	1 step incr.
07/01/2007	06/30/2008	Administrative Aide III	Permanent	92,412.00	DepEd RO XI, D.C.	None	NBC 511
07/01/2008	11/30/2008	Administrative Aide III	Permanent	101,652.00	DepEd RO XI, D.C.	None	E. O. 719
12/01/2008	06/30/2009	Administrative Aide III	Permanent	104,208.00	DepEd RO XI, D.C.	None	1 step incr.
07/01/2009	06/23/2010	Administrative Aide III	Permanent	111,612.00	DepEd RO XI, D.C.	None	NBC 521
06/24/2010	05/31/2011	Administrative Aide III	Permanent	119,004.00	DepEd RO XI, D.C.	None	NBC 524
06/01/2011	05/31/2012	Security Guard I	Permanent	126,408.00	DepEd RO XI, D.C.	None	NBC 530
06/01/2012	12/31/2015	Security Guard I	Permanent	133,812.00	DepEd RO XI, D.C.	None	NBC 540
1/1/2016	12/31/2016	Security Guard I	Permanent	139,452.00	DepEd RO XI, D.C.	None	EO 201 NBC562
1/1/2017	12/31/2017	Security Guard I	Permanent	145,320.00	DepEd RO XI, D.C.	None	NBC 568
1/1/2018	12/31/2018	Security Guard I	Permanent	151,440.00	DepEd RO XI, D.C.	None	NBC 572
1/1/2019	12/31/2019	Security Guard I	Permanent	157,824.00	DepEd RO XI, D.C.	None	NBC 575 4th Tranche
01/01/2020	12/31/2020	Security Guard I	Permanent	164,832.00	DepEd RO XI, D.C.	None	NBC 579 1st Tranche
01/01/2021	12/31/2021	Security Guard I	Permanent	171,828.00	DepEd RO XI, D.C.	None	NBC 584 2nd Tranche
01/01/2022	12/31/2022	Security Guard I	Permanent	178,836.00	DepEd RO XI, D.C.	None	NBC 588 3rd Tranche
01/01/2023	01/09/2023	Security Guard I	Permanent	185,832.00	DepEd RO XI, D.C.	None	
01/09/2023		Last Day of Service					
01/10/2023		Retired					
		Nothing Follows					

Issued in compliance with Executive Order No. 54 dated August 10, 1954 and in accordance with Circular No. 8, dated August 10, 1954, of the system.

Certified Correct:

 HR /Authorized Signatory