



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Roxas Street, Digos City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 045, s. 2024

To: **School Principal
 Concerned Teachers**

Subject: **Approval On The Request For The Grant of Service Credits During The
 Conduct Of The Enrollment Covering The Period Of July 3-26, 2024**

Date: **July 17, 2024**

This is in response to the letter of Mr. Juvic V. Sucayre, School Principal I of Matti National High School, Matti, Digos City dated July 9, 2024 requesting for the grant of service credits during the conduct of the SY 2024-2025 enrollment for the period July 3, 2024 to July 26, 2024.

Pursuant to D.O. No. 53, s. 2003, titled "**Updated Guidelines on Grant of Vacation Service Credits to Teachers**", section No. 1, letter D, (*Activities Eligible for the Grant of Service Credits*), provides that "*services rendered in connection with early opening of the school year.*"

In view of the foregoing, your request is hereby granted pursuant to the DepEd Order No. 53, s. 2023, however subject to its limitation that "*the number days of vacation service credits granted to a teacher shall not exceed 15 work days in one year except in cases authorized by the secretary upon the recommendation of the Regional Director.*"

For your information and appropriate guidelines.

Melanie E. Estacio
MELANIE E. ESTACIO, Ph.D., CESO VI
 OIC - Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION
RELEASED
21- July 2024
 DATE: JUL 24 2024 TIME: 3:10p
 BY: *[Signature]*



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Republic of the Philippines
Department of Education
REGION XI
Division of Digos City
MATTI NATIONAL HIGH SCHOOL

DepEd Schools Division of Digos
RECORDS SECTION
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July 9, 2024

MELANIE P. ESTACIO, PhD, CESO VI
OIC- Schools Division Superintendent
Digos City Division

Ma'am:

Greetings of peace and prosperity!

In reference to the DepEd Memorandum 032 s.2024 (Enrollment Guidelines for School Year 2024-2025).

This memorandum is issued to inform and provide guidance to all public schools and community learning centers (CLCs) on the enrollment procedures and protocols for School Year (SY) 2024-2025.

Enrollment in public elementary and secondary schools, including CLCs, shall be conducted through any of the following options : a. In-person Enrollment ; b. Remote Enrollment (short messaging services (SMS) or any messaging applications, or email using the school's official numbers/ accounts or email address, among others) ; and c. Dropbox Enrollment (located in schools, barangay halls near the school).

Anent to this, I would like to request approval for the conduct of the enrollment covering the period of July 3-26, 2024.

I would also like to request the grant of service credits to teachers who will serve during the conduct of enrollment.

May this request merit your kind consideration and approval.

Thank you so much and God bless you in every step you make.

For and in the absence of the school Principal:
ANGEL ROSE (L) TMTM
JUVIC V. SUCAYRE
School Principal I
Matti National High School

Recommending Approval:

for law
GERVASIO R. SALINAS JR.
Public Schools District Supervisor

Jessica G. Lucero
JESSICA G. LUCERO
Public Schools District Supervisor

Approved:

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
OIC, Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION XI
Division of Digos City
MATTI NATIONAL HIGH SCHOOL

July 9, 2024

MELANIE P. ESTACIO, PhD, CESO VI
OIC- Schools Division Superintendent
Digos City Division

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For and in the absence of the School Principal:

JUVIC V. SUWAYRE
School Principal I
Matti National High School

ANGEL ROSE J. TIMTIM

Recommending Approval:

GERVASIO R. SALINAS JR.
Public Schools District Supervisor

JESSICA G. LUCERO
Public Schools District Supervisor

Approved:

MELANIE P. ESTACIO, PhD, CESO VI
OIC, Schools Division Superintendent



ASSIGNED TEACHERS
JULY 3- 26, 2024

DATES	JHS	SHS
July 3, 2024	Lukina	Alfonso, Bangcas
July 4, 2024	Lukina	Alfonso, Bangcas
July 5, 2024	Lukina	Alfonso, Bangcas
July 8, 2024	Lukina, Betonio,	Alfonso, Bangcas
July 9, 2024	Lukina, Betonio, Gerolaga	Alfonso, Bangcas
July 10, 2024	Lukina, Betonio, Labajo, Villamor	Alfonso, Bangcas, Nahine
July 11, 2024	Lukina, Betonio, Gerolaga, Condemina, Pelayo	Alfonso, Bangcas, Watin
July 12, 2024	Lukina, Betonio, Gerolaga, Estancia, Jumalin	Alfonso, Baliar, Pacificar
July 15, 2024	Lukina, Betonio, Gerolaga, Moreno, Duran	Alfonso, Café, Gomez
July 16, 2024	Lukina, Betonio, Gerolaga, Felias, Edianon	Alfonso, Pellazar, Florida
July 17, 2024	Lukina, Betonio, Gerolaga, Abarcar, Ovalo	Alfonso, Bangcas, Nahine
July 18, 2024	Lukina, Betonio, Gerolaga, Orbita, Largo	Alfonso, Bangcas, Watin
July 19, 2024	Lukina, Betonio, Gerolaga, Dinding, Javellana	Alfonso, Bangcas, Gomez
July 22, 2024	Lukina, Betonio, Gerolaga, Conoman, Llido	Alfonso, Bangcas, Cabila
July 23, 2024	Lukina, Betonio, Gerolaga, Trocio, Gultiano	Alfonso, Bangcas, Pacificar
July 24, 2024	Lukina, Betonio, Gerolaga, Nulmasa, Timtim	Alfonso, Bangcas, Gravador
July 25, 2024	Lukina, Betonio, Gerolaga, Pantilag, Coso	Alfonso, Bangcas, Flores
July 26, 2024	Lukina, Betonio, Gerolaga, Samontina, Piamonte	Alfonso, Bangcas, Abella

Prepared by:

JUVIC V. SUCAYRE

for and in the absence of the
School Principal:
ANGEL ROSE L. TIMTIM