



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-147

To : **MARK V. CASTAÑARES**
Administrative Officer II

LERMALYN D. LUAYON
Administrative Aide VI

RENIL R. CONCOLES
Administrative Aide VI

Subject : **SUBMISSION OF ELECTION-RELATED REPORTS**

Date : May 09, 2025

In view of the recently concluded 2025 National and Local Elections, held last May 12, 2025, this office instructs the above-mentioned personnel who served as Board of Canvassers' and DESO's Support Staff (assigned in the BOC), to comply all the election-related reports with the Commission on Election on May 14, 2025.

It is likewise informed that they are entitled to 10-Day Compensatory Overtime Credits per COMELEC Minute Resolution No. 24-1032 or the Adoption of the Amendment of Section 16 of COMELEC Resolution No. 10194, and to Increase the Number of Service Credits and Compensatory Overtime Credits from 5 days to 10 days of government officials and employees who rendered election service under Republic Act No. 10756 or the Election Service Reform Act (ESRA).

For information and compliance.

Schools Division of Digos City
RECORDS SECTION

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

RELEASED

DATE: MAY 16 2025 TIME: 1:01 PM

Enclosed: As stated.
OSDS/mvc



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