



Republic of the Philippines  
**Department of Education**

REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024- 410

To : Assistant Schools Division Superintendent  
SGOD & CID Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All others concerned

Subject : **GRANT OF SERVICE CREDITS ON THE CONDUCT OF ENROLLMENT FOR SCHOOL YEAR 2024-2025**

Date : July 12, 2024

This is in reference to Regional Memorandum PPRD-2024-074, dated July 2, 2024, re: Grant of Service Credits on the Conduct of Enrollment for School Year 2024-2025.

Pursuant to DepEd Memorandum No. 32, s. 2024 signed by Nolasco A. Mempin, Undersecretary for Administration dated June 25, 2024, this Office reiterates the provision of DepEd Order No. 3, s. 2024 titled the Amendment to DepEd Order No. 22, s. 2023 (Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024), SY 2024-2025 shall start on July 29, 2024. Hence, the Department of Education (DepEd) announces the conduct of enrolment in all public schools from **July 3-26, 2024**.

Anent to this, personnel involved during enrollment in public schools, district and division offices are allowed to render overtime (OT) services with pay during weekdays, weekends, and holidays when necessary to meet the target schedules.

At the school level, OT services can be converted to service credits as provided in **DepEd Order No. 58, s. 2008** "Authorizing the Grant of Overtime Pay and Other benefits to personnel Involved in the Operations of the Basic Education System", **DepEd Order No. 10, s. 2009** "Addendum to **DepEd Order No. 58, s. 2008** (Authorizing to Grant Overtime Pay and Other Benefits to personnel Involved in the Operations of the Basic Education Information System (BEIS))" and **DepEd Order 30, s. 2016** "Policies and Guidelines on Overtime Services and Payment in the Department of Education". The concerned offices (Finance, Budget and Accounting) should ensure that the overtime services rendered are duly compensated.

Immediate dissemination of this Memorandum is highly desired.

For and in the absence of the  
Schools Division Superintendent

*Sollie B. Oliver* 7/12/24  
**SOLLIE B. OLIVER, JD, MATE**

Chief- School Governance and Operations Division  
Officer-In-Charge

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE: 12 2024 TIME: 4:27 PM  
Enclosed: As stated.  
SGOD/cab



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396





Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

12796

Office of the Regional Director

**REGIONAL MEMORANDUM**

PPRD-2024-074

To : Schools Division Superintendents

Subject: GRANT OF SERVICE CREDITS ON THE CONDUCT OF ENROLLMENT FOR SCHOOL YEAR 2024 - 2025

DATE : July 2, 2024

Pursuant to DepEd Memorandum No. 32, s. 2024 signed by Nolasco A. Mempin, Undersecretary for Administration dated June 25, 2024, this Office reiterates the provision of DepEd Order No. 3, s. 2029 titled the Amendment to DepEd Order No. 22, s. 2023 (Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024), SY 2024 - 2025 shall start on July 29, 2024. Hence, the Department of Education (DepEd) announces the conduct of enrollment in all public schools from **July 3-26, 2024**.

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For further inquiries and clarifications on this matter, contact Cherry Ann D. Into, Education Program Supervisor of Policy Planning and Research Division, at (082) 224-0750.

Immediate dissemination of this Memorandum is highly desired.

**ALLAN G. FARNAZO**  
 Director IV

ROP2/cadi

DEPARTMENT OF EDUCATION  
 RECORDS SECTION  
**RELEASED**

By: 7.3.24 Date: 342-53



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