



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

May 19, 2025

DIVISION MEMORANDUM  
No. 318, s. 2025

**SUBMISSION OF PERTINENT DOCUMENTS FOR THE GRANT OF SERVICE CREDITS FOR TEACHING AND NON-TEACHING EMPLOYEES WHO SERVED DURING THE NATIONAL AND LOCAL ELECTIONS 2025**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Division Unit Heads  
Public Schools District Supervisors  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
Non-Teaching Personnel  
Others Concerned

1. In consonance with the provisions stipulated in RA 10756 or the Election Service Reform Act (ESRA), Commission En Banc Minute Resolution No. 24-1032 published on December 16, 2024, resolved to adopt the amendment of Sec. 16 of COMELEC Resolution No. 10194, and DepEd Order No. 13, s. 2024, ten (10) days of service credits shall be granted to all government officials and employees who rendered election service during the 2025 National and Local Elections.

2. Relative thereto, all teaching and non-teaching employees of the Schools Division Office of Pampanga, who were officially deputized by the Commission on Elections to serve as EB, DESO, BBOC, Support Staff, and Others during the May 12, 2025, National and Local Election, shall submit the following documents (**hardcopy**) to verify their eligibility for the grant of said benefit:

- 1 original copy of DTR signed by the immediate supervisor
- 1 photocopy of the Appointment and Oath (CEF No. 5A and A5-A)
- 1 original copy of Certificate of Election Service Rendered
- 1 original copy of Transmittal

The template for the Certification and Transmittal can be downloaded from this link: <https://tinyurl.com/sdopesc2025>.

3. The School Heads shall facilitate the submission of the aforementioned documents of their respective schools to the Division Administrative Officer V through the Records Unit. The school Administrative Officer II/ADAS shall verify the veracity, authenticity, and completeness of the documents before submitting them to the Division Office.

4. The deadline for submission shall be on June 20, 2025. **No extension shall be given for the late submission of requests.**



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
Telephone No.: (045) 435-2728; (045) 435-7404  
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5. Also, based on the existing policies on the granting of service credits to public school teachers, the 10-day service credit granted to teachers who rendered duties during the 2025 National and Local Elections shall be **inclusive of the 30-day maximum limit on service credits that may be granted within a calendar year.**

This means that the election-related service credits are not additional or separate from the regular service credits granted under other authorized activities. Instead, they are counted as part of the 30-day annual ceiling in accordance with DepEd guidelines and applicable Civil Service Commission (CSC) rules.

For non-teaching personnel who rendered election service during the 2025 National and Local Elections, the posting of their corresponding ten (10) days of service credits shall be temporarily held in abeyance. This is pending the release of a clarificatory guideline from the Department of Education Central Office (DepEd CO) regarding the proper treatment of said service credits, specifically, whether they shall be converted to vacation leave credits or retained as service credits. Once the official guidance has been issued, appropriate adjustments and postings shall be made accordingly in the leave cards of the concerned personnel.

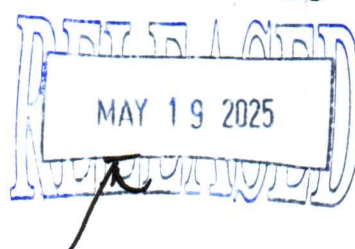
6. Wide dissemination of and compliance with this Memorandum are desired.

**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

Encl. As stated.

AOAS/05-031-25

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SCHOOL HEADER

CERTIFICATION OF ELECTION SERVICE RENDERED

This is to certify that the following teaching and non-teaching personnel of [Name of School], [District/Cluster] have rendered election-related services during the National and Local Elections held on May 12, 2025, as duly deputized by the Commission on Elections (COMELEC):

No.	Name of Employee			Position Title	Designation/Role During Election <i>[e.g., Chairperson, Member, DESO Support Staff/Tech]</i>
	<i>Lastname</i>	<i>Firstname</i>	<i>Middlename</i>		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
*** NOTHING FOLLOWS ***					

This certification is issued upon the request of the concerned personnel for whatever legal purpose it may serve.

Issued this \_\_\_\_ day of May, 2025 at [School Name], [Municipality/City, Province], Philippines.

Certified Correct:

Name of School Head  
Position



School Header

Date

THE SCHOOLS DIVISION SUPERINTENDENT  
DepEd Schools Division of Pampanga

Through: The Administrative Officer V  
Administrative Services

Subject: Request for the Grant of ELECTION SERVICE CREDITS

The following school personnel of (Name of School), (District/Cluster) is hereby requested for grant of election service credits for services rendered during (Title of Activity) per COMELEC Resolution No. 10194 and Commission En Banc, under Minute Resolution No. 24-1032 published on December 16, 2024, resolved to adopt the amendment of Sec. 16 of COMELEC Resolution No. 10194 and to increase the service credit from 5 days to 10 days of government officials and employees who are rendering election service under Republic Act No. 10756 or the Election Service Reform Act (ESRA).

No.	Name of Employee			Position	Inclusive Dates		No. of Hours Served	No. of SC Granted
	Lastname	Firstname	Middlename		From	To		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Name of School Head  
Position

**Note: Approval is subject to the following provisions:**  
**DepEd Order No. 13, s. 2024, Paragraph V (A), Item 2:**  
The number of days of Vacation Service Credit granted to teachers in a year, exclusive of the number of days of converted teaching overload due to insufficiency of funds, shall be based on the following:  
a. Incumbents with one (1) or more years of service shall be entitled to not more than thirty (30) days of Vacation Service Credits for one calendar year.  
b. New hires for the current year with appointments issued less than four (4) months after the first day of classes shall likewise be entitled to not more than thirty (30) days of Vacation Service Credits for one calendar year.  
c. New hires with late appointments for the current year shall be entitled to not more than forty-five (45) days of Vacation Service Credits for one calendar year. Late Appointments are appointments issued four (4) months after the first day of classes. For succeeding years, Section V.A Item 2.a shall apply.

Copy furnished:  
School Head  
HRMO II