



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



April 14, 2025

DIVISION MEMORANDUM

No. 166 s. 2025

**UPDATING OF SERVICE RECORDS AND LEAVE LEDGERS OF EMPLOYEES
OF SDO TABUK CITY**

To: Administrative Officer II
Administrative Support II

1. Importance of updated Service Records and Leave Ledgers of all employees are:
 - a. keeps track of tenure, transfers, promotions, and positions to make better management decisions;
 - b. guarantees accurate retirement benefits, leave entitlements, salary, and allowances; and
 - c. enables top management to assess performance over time with recorded training, promotions, honors, and recognitions.
2. Ideally, Service Records are updated whenever there are salary increases due to step increment, promotion, and salary tranches while leave ledgers are updated monthly for employees earning VL/SL, and service credits for teachers who render overtime outside their regular working hours. But it was observed that Service Records and Leave Ledgers are not updated on time, hence, all in-charge in updating these records, Administrative Officers II and Administrative Supports II are directed to update the records of their respective teachers/employees in their schools.
3. The participants are the following:

Administrative Officer II	43
Administrative Support II	20
TWG	5
Total	68



4. Relative to updating of Service Records, **exclude services which are non-DepEd**. The DepEd service record mainly records teachers'/employees' experiences in the Department of Education (DepEd) system. If needed, a separate Service Records/Certificate of Employment for information about past employment at other institutions may be requested/required for verification purposes.
5. In addition, there will be a one-day verification and checking of accomplished updated Service Records and Leave Ledgers on **May 8, 2025** at Katapatan Hall, 1st Flr., CID Bldg., it is expected that all records are updated by that time.
6. Immediate dissemination and compliance to this memorandum is desired.


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DepEd Tayo Tabuk City