



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

August 13, 2026

DIVISION MEMORANDUM

NO. **368**, s.2026

**UPDATING AND SUBMISSION OF HARD COPIES OF SERVICE CREDITS OF
TEACHING AND NON-TEACHING PERSONNEL**

To: School Heads Elementary and Secondary
Administrative Officer II Personnel Deployed in Schools
All Concerned

1. The Schools Division Office of Tabuk City, through the Administrative Division, directs all **Administrative Officer II (AO II) personnel deployed in schools** to undertake the **updating and validation of the service credits** of all teaching and non-teaching personnel assigned to their respective schools.
2. The updating process shall include the verification of available records and the confirmation that all earned service credits are properly recorded, updated, and supported by appropriate documents.
3. To ensure the integrity, accuracy, and reliability of the service credit records, all concerned AO II personnel are required to print a hard copy of the updated service credits for all personnel in their respective schools.
4. The printed hard copies shall serve as official reference and safeguard against unauthorized alteration, corruption, or loss of service credit records maintained in the computer system. The concerned AO II personnel shall ensure that the printed records are thoroughly reviewed and properly filed in the respective school personnel records.
5. All concerned AO II personnel shall submit the **hard copies of the updated service credits** to the Schools Division Office through the Administrative Division **on or before August 28, 2026**.
6. School Heads are requested to ensure the full cooperation of all concerned personnel and to monitor compliance with this Memorandum.
7. Immediate and strict compliance with this Memorandum is directed.

Digitally signed by
CHRISTOPHER C. BENIGNO
Date: 2026.08.14
08:09:45
+0800

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
OIC- Schools Division Superintendent



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

DepEd Tayo Tabuk City



TEACHER'S LEAVE CREDIT

NAME: TEACHING PERSONNEL

Latest Position:	TEACHER III
------------------	-------------

SCHOOL: _____

DISTRICT: _____

Date of Original Appointment: _____

[illegible]

Prepared BY:

CERTIFIED CORRECT BY:

Administrative Officer II

School Head



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan Tabuk City



EMPLOYEES LEAVE LEDGER

Name: NON TEACHING Position: AD AIDE Division or Unit: _____

[illegible]

Prepared:

Certified by:

Administrative Officer II

Catherine M. Badong
AO IV