



Department of Education  
Region X- Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

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Deped-MALAYBALAY CITY DIVISION

**RELEASED**

June 18, 2013

Date: 6/24/13 Time: 4:11 PM  
By: abu Anabelle

**DIVISION MEMORANDUM**

No. 176, s. 2013

**REQUIREMENTS FOR THE SERVICE CREDITS DURING THE 2013 NATIONAL AND LOCAL ELECTION AND 2013 BRIGADA ESKWELA**

**TO** : Education Program Supervisors- Designate and Division Coordinators-Designate  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Section Heads and Staff  
All Others Concerned

1. For information and guidance, you are hereby directed to notify all public school teachers in the elementary and secondary schools to submit the required documents for their claim of service credits during the 2013 National and Local Election and 2013 Brigada Eskwela. All districts and secondary schools are advised to submit it on or before June 28, 2013 to this Office.
2. As such, all public school teachers are required to submit the following documents for their claim of service credits:
  - 2.1. For 2013 National and Local Elections**
    - Daily Time Record (DTR) in triplicate copies duly signed by their respective Precinct Supervisor attesting to the verification of the prescribed service hours/number of days rendered during the election.
    - COMELEC Certification indicating the names, assignment/position during the election, and the number of das services are rendered for credits.
  - 2.2 For 2013 Brigada Eskwela**
    - School Narrative and Accomplishment Report duly prepared by the School Head
    - DTR in triplicate copies duly signed by their respective School Head attesting to the verification of the prescribed service hours/number of days rendered during the activity.
3. For immediate dissemination and compliance.

  
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

Encl:

As stated

Cc. Records Section