



Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**

July 15, 2021

Division MEMORANDUM  
 No. 319, s. 2021

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 500, s. 2021 RE: GRANT OF SERVICE CREDITS AND COMPENSATION TIME-OFF TO ADM SLMs DEVELOPMENT AND QUALITY ASSURANCE TEAM, SCRIPTWRITERS, EDITORS AND BROADCASTERS FOR TV & RB INSTRUCTIONS**

To: Chief Education Supervisor – CID  
 Learning Area Supervisor in Mathematics  
 Public Schools District Supervisor/In-charge  
 Division ADM Coordinator  
 Mathematics Grade 8 ADM SLM Writers, Illustrators and Reviewers  
 All Others Concerned

1. For the information, guidance, and compliance of all concerned, enclosed is the RM No. 500, s. 2021, re: **GRANT OF SERVICE CREDITS AND COMPENSATION TIME-OFF TO ADM SLMs DEVELOPMENT AND QUALITY ASSURANCE TEAM, SCRIPTWRITERS, EDITORS AND BROADCASTERS FOR TV & RB INSTRUCTIONS.**
2. The DTR shall be signed by the Learning Area Supervisor in Mathematics, Ms. **Regina Euann A. Puerto.**
3. The submission of required documents shall be submitted on or before July 28, 2021 thru this link <https://bit.ly/3ibuuNB>
4. List of writers, illustrators, and reviewers is also attached to this memorandum.
5. Immediate dissemination of the Memorandum to all concerned is highly desired.

  
**JOSITA B. CARMEN, CESO V**  
 Schools Division Superintendent  
 7/16/21

Encl/s.: as stated  
 Reference: RM No. 500, s. 2021  
 To be indicated in the Perpetual Index  
 Under the following subjects:

BENEFITS      GRANT      INCENTIVE      RECOGNITION

CAC/CID/DM-MEMO  
 \_\_\_\_\_/JULY 15, 2021



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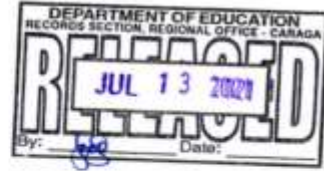


Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Enclosure No. 1 to the Division MEMORANDUM No. \_\_\_\_\_, s. 2021



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



July 12, 2021

REGIONAL MEMORANDUM  
 No. 50, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS  
 This Region

**GRANT OF SERVICE CREDITS AND COMPENSATORY TIME-OFF TO  
 ADM SLMs DEVELOPMENT AND QUALITY ASSURANCE TEAM,  
 SCRIPT WRITERS, EDITORS AND BROADCASTERS  
 FOR TV& RB INSTRUCTIONS**

1. The Department of Education Caraga Region through the Curriculum and Learning Management Division (CLMD) was tasked by the Central Office to Develop and Quality Assure the Alternative Delivery Mode (ADM) Self-Learning Modules (SLMs) for Grade 8 Quarters 1 to 4 across all learning areas. This was conducted from the period of June 2020 to February 2021.
2. To carry out this task, Schools Division Offices (SDOs) were assigned to develop and conduct internal quality assurance while the Regional Office (RO) managed the second tier of the quality assurance process. To ensure timely submission of quality outputs to the Central Office, members of the Development and Quality Assurance Team at the SDO level and the Regional Review Team rendered services beyond the prescribed working hours. Hence, in accordance with DepEd Order No. 53, s. of 2003 on the Updated Guidelines on the Grant of Vacation Service Credits to Teachers and with the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s.2004 on Non-Monetary Remuneration of Overtime Services Rendered, teaching personnel involved in the activity shall be entitled to service credits while non-teaching personnel shall be entitled to Compensatory Time-Off (CTO).
3. Furthermore, aside from the Development and Quality Assurance Team for the ADM SLMs, there were also other personnel involved in the development and production of learning materials for the adoption and implementation of other Distance Learning Delivery Modalities such as the Radio-based Instructions (RBI) and TV-Based instructions (TVBI). Hence, they shall also be entitled for the grant of service credits or compensatory time-off subject to applicable laws, rules, and regulations.
4. To identify personnel who are eligible for this grant, issuances related to the development and quality assurance of SLMs and the development of materials for RBI and TVBI both at the SDO and RO Level shall be attached subject to the submission of the following requirements:



Address: J.P. Rosales Avenue,  
 Butuan City  
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 Teletax No: (085) 342-5969  
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**SCHOOLS DIVISION OF SURIGAO DEL SUR**

- a. 2 copies signed DTR/CS Form 48;
  - b. LR Forms/ tools/ outputs/ copyright page which reflect the name of developers & evaluators; and
  - c. Photocopy of Regional Certificates.
5. Requirements shall be submitted to their respective SDOs and for the Regional quality assurance team to the Administrative Division-Personnel Unit on or before July 30, 2021
6. Immediate dissemination to all concerned is highly desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Director IV *Jubel*

Encls.: NONE

References: DepEd Order No. 53, s. of 2003;  
CSC and DBM Joint Circular No. 2, s.2004

To be indicated in the Perpetual Index  
under the following subjects:

BENEFITS    GRANT    INCENTIVE    RECOGNITION

CLM/jcmo  
07/12/2021



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Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Enclosure No. 2 to the Division MEMORANDUM No. \_\_\_\_\_, s. 2021

**LIST OF WRITERS, ILLUSTRATORS, AND REVIEWERS**

Department of Education  
Caraga Region  
**DIVISION OF SURIGAO DEL SUR**  
Self-Learning Modules Development Team - MATHEMATICS 8  
Quarter 1 to Quarter 4

No.	NAME	ROLE	DIVISION
1	Alicia E. Gonzales	writer	Surigao del Sur
2	Alsie Mae M. Perolino	Writer/Layout Artist/Illustrator	Surigao del Sur
3	Anacita C. Suarez	Writer/Layout Artist/Illustrator	Surigao del Sur
4	Clint R. Orcejola	Writer/Layout Artist	Surigao del Sur
5	Dexter M. Abellanosa	Writer/Layout Artist/Illustrator	Surigao del Sur
6	Edward L. Andoy	Writer/Layout Artist/Illustrator	Surigao del Sur
7	Ella C. Armavan	Writer/Layout Artist/Illustrator	Surigao del Sur
8	Fe Gagarin A. Lilangan	Writer	Surigao del Sur
9	Fritch A. Paronda	Writer/Layout Artist/Illustrator	Surigao del Sur
10	Genevieve B. Estal	Writer/Illustrator	Surigao del Sur
11	Harry P. Jabahah	Writer/Layout Artist	Surigao del Sur
12	Hezl M. Evangelio	Writer/Layout Artist/Illustrator	Surigao del Sur
13	Isabelita R. Lindo	Writer/Layout Artist/Illustrator	Surigao del Sur
14	Jayson Karl D. Dumas,	Writer/Layout Artist/Illustrator	Surigao del Sur
15	Jessel G. Azarcon	Writer/Layout Artist/Illustrator	Surigao del Sur
16	Karen May M. Basut	Writer	Surigao del Sur
17	Leo M. Ellazar	Writer	Surigao del Sur
18	Margie T. Tambis	Writer/Layout Artist/Illustrator	Surigao del Sur
19	Marielou Y. Lorenzana	Writer/Layout Artist/Illustrator	Surigao del Sur
20	Melissa R. Cabarles	Writer/Layout Artist/Illustrator	Surigao del Sur
21	Melody C. Gapa	Writer/Layout Artist/Illustrator	Surigao del Sur
22	Merie Christ D. Luarez	Writer/Layout Artist/Illustrator	Surigao del Sur
23	Michelle R. Alipao	Writer/Layout Artist/Illustrator	Surigao del Sur
24	Nilbeth S. Merano	Writer/Layout Artist/Illustrator	Surigao del Sur
25	Noli V. Antallan	Writer/Layout Artist/Illustrator	Surigao del Sur
26	Reechen Mae A. Piamonte	Writer/Layout Artist/Illustrator	Surigao del Sur
27	Riza C. Cadavos	Writer/Layout Artist/Illustrator	Surigao del Sur
28	Rizza Mae S. Bagsican	Writer/Layout Artist/Illustrator	Surigao del Sur
29	Rochelle Anna Myla A. Paronda	Writer	Surigao del Sur
30	Ruel C. Ala-an	Writer/Layout Artist/Illustrator	Surigao del Sur
31	Ruth Ann Maglasang	Writer/Layout Artist/Illustrator	Surigao del Sur
32	Wilmar N. Espinosa	Writer/Layout Artist/Illustrator	Surigao del Sur
33	Ivin Mae N. Ambos	Layout Artist	Surigao del Sur
34	Jake D. Fraga	Layout Artist	Surigao del Sur
35	Jay R. Tinambacan	Layout Artist	Surigao del Sur
36	Devina P. Malinao	Layout Artist	Surigao del Sur
37	Joliver R. Reposposa	Layout Artist	Surigao del Sur
38	Andy Shargy B. Cuadra	Illustrator	Surigao del Sur
39	Ivin Mae N. Ambos	Illustrator	Surigao del Sur
40	Jaya Sadeka Dales,	Illustrator	Surigao del Sur
41	Jeffhy L. Olavon	Illustrator	Surigao del Sur
42	Jeru Salem O. Cuarteron	Illustrator	Surigao del Sur
43	John Merick L. Cifra	Illustrator	Surigao del Sur
44	Jonalyn C. Tagalog	Illustrator	Surigao del Sur
45	Kathleen Febb C. Laurente	Illustrator	Surigao del Sur
46	Kirby D. Caballero	Illustrator	Surigao del Sur
47	Marieto Cleben V. Lozada	Illustrator	Surigao del Sur
48	Prince Conel R. Mamolang	Illustrator	Surigao del Sur
49	Ronald N. Piamonte	Illustrator	Surigao del Sur
55	Marie Grace O. Aparre	Internal Review	Surigao del Sur
56	Mary Grace Prado	Internal Review	Surigao del Sur
57	Cecille C. Guimary	Internal Review	Surigao del Sur



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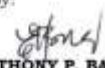
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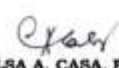
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**Department of Education**  
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**SCHOOLS DIVISION OF SURIGAO DEL SUR**

No.	NAME	ROLE	DIVISION
58	Vincent R. Lagat	Internal Review	Surigao del Sur
59	Karen May M. Basut	Internal Review	Surigao del Sur
60	Nilbeth Merano	Internal Review	Surigao del Sur
61	Ella C. Armayan	Internal Review	Surigao del Sur
62	Myracell Buenafior	Internal Review	Surigao del Sur
63	Fe Gagarin Lilangan	Internal Review	Surigao del Sur
64	Rosalita A. Bastasa	Internal Review	Surigao del Sur
65	Joel Asonto	Internal Review	Surigao del Sur
66	Joselito C. Serna	Internal Review	Surigao del Sur
67	Merjorie Dalagan	Internal Review	Surigao del Sur
68	Vicente P. Balbuena	Internal Review	Surigao del Sur
69	Victorino Nimes	Internal Review	Surigao del Sur
71	Willy C. Dumpit	Internal Review	Surigao del Sur
72	Regina Euann A. Puerto	Reviewer/Division EPS-Math	Surigao del Sur
73	Bryan L. Arreo	Reviewer/Division EPS -LR	Surigao del Sur
74	Leopardo P. Cortes	Reviewer/PDO II	Surigao del Sur
75	Elnie Anthony P. Barcena	Division ADM-Focal	Surigao del Sur
76	Claire Ann P. Gonzaga	Reviewer/Librarian	Surigao del Sur

Prepared by:

  
**ELNIE ANTHONY P. BARCENA**  
Division ADM Focal

Noted by:

  
**CELSA A. CASA, PhD**  
CID Chief



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