



Republic of the Philippines  
**Department of Education**

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

**Office of the Schools Division Superintendent**

**25 August 2021**

Division MEMORANDUM  
No. **410**, s. 2021

**GUIDELINES FOR THE GRANTING OF SERVICE CREDITS TO TEACHERS FOR 2021  
BRIGADA ESKWELA**

To : All Public Schools District Supervisors, Districts In-Charge, TICs  
All School Heads  
This Division

In relation with the services rendered by the teachers during the *Brigada Eskwela* Program for SY 2021-2022, here are the important reminders for the grant of service credits.

1. As per DepEd Memorandum No. 048, s. 2021, No. 9, teaching personnel are allowed to be given service credits due to their active participation and involvement in the *Brigada Eskwela* activities.
2. In compliance with DO No. 53, series of 2003, the granting of service credits must follow this procedure,

*f. Procedure in the Grant of Service Credits*

*a. The following steps shall be followed in the grant of service credits:*

- a1. School Head recommends approval of request to render vacation service
- a2. Schools Division Superintendent approves/disapproves request
- a3. If reason for request is not among the eligible activities, request should be forwarded to the Regional Director for action if activity is region-wide and to the Central Office through the Regional Director if activity is DepEd-wide. For attendance/participation in DepEd-wide programs and projects, the Central Office shall make the necessary issuances on the grant of service credits.

*b. The following documents/requirements shall be accomplished/submitted after completion of service:*

- b1. accomplishment report
- b2. duly signed DTR/CS Form 48

3. All School Heads shall submit to the PSDSs/DICs their schedule of reporting of teaching personnel. Subsequently, the PSDSs/DICs shall upload the information required in this Google Drive link:  
<https://drive.google.com/drive/folders/1LB18bsEv10Wze6PbLx6BZ91vMehhNmCE?usp=sharing>  
(see attachment to be uploaded)



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300  
(086) 211-3225  
surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V5



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4. The teachers are required to log in through the biometrics system starting tomorrow until September 13, 2021.
5. In addition, the PSDSs/DICs shall submit a hardcopy of the Accomplishment Report to the Office of the Schools Division Superintendent on October 15, 2021. *(see attachment for the template)*
6. Immediate dissemination of this memorandum is desired.

**JOSITA B. CARMEN, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference:

To be indicated in the Perpetual Index

under the following subjects:

POLICY	SERVICE	SCHOOLS
BRIGADA ESKWELA	TEACHERS	

LGKGII//DM-UTILIZATION OF SERVICE CREDITS FOR 2021 BRIGADA ESKWELA

~~410~~ /AUGUST 25, 2021



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Enclosure No. 1



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

**SCHOOL BRIGADA ESKWELA 2021 TASK PLAN AND SCHEDULE**

No.	TEACHERS' NAME	TASK TO BE ACCOMPLISHED WITHIN DAY/WEEK	TARGET DATE TO ACCOMPLISH THE TASK	TARGET AREA/VENUE	REQUIRED NO. OF Hrs./Day	TOTAL NO. OF HRS/DAY	EXPECTED OUTPUT
1							
2.							
3.							
....							

Prepared & submitted by:

Checked & Reviewed by:

\_\_\_\_\_

\_\_\_\_\_

School Head-Name of School

DIC/PSDS-District



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Enclosure No. 2

Republic of the Philippines  
Department of Education  
Caraga Administrative Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**  
(Name of School)  
(School Address)  
School Year \_\_\_\_\_

**BRIGADA ESKWELA**  
**ACCOMPLISHMENT REPORT**

<b>Activities</b> (Please categorize into Infrastructure, Cleanliness, Brigada Pagbasa..etc.)	<b>REMARKS/RECOMMENDATIONS</b>
<b>A.</b>	
<b>B.</b>	
<b>C.</b>	

Prepared by:

\_\_\_\_\_  
School Head

--- PICTORIALS (1 photo per accomplishment) ---



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