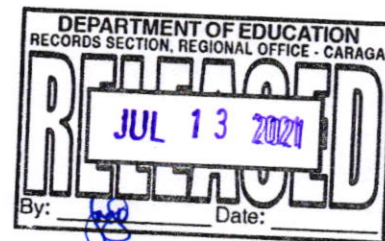




Republic of the Philippines
Department of Education
CARAGA REGION



July 12, 2021

REGIONAL MEMORANDUM

No. 500, 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:



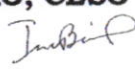
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- a. 2 copies signed DTR/CS Form 48;
 - b. LR Forms/ tools/ outputs/ copyright page which reflect the name of developers & evaluators; and
 - c. Photocopy of Regional Certificates.
5. Requirements shall be submitted to their respective SDOs and for 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 

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