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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**SGOD-2023-0311**

**To** : Assistant Schools Division Superintendent  
Chiefs of the Schools Governance and Operations Division and  
Curriculum Implementation Division  
School Heads, Public Elementary & Secondary Schools  
All Concerned

**Subject** : **GRANT OF SERVICE CREDITS ON THE CONDUCT OF ENROLLMENT FOR SY 2024-2025**

**Date** : July 8, 2024

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Attached is Regional Memorandum No. PPRD-2024-074 re: **Grant of Service Credits on the Conduct of Enrollment for SY 2024-2025** from July 3-26, 2024, contents of which are self-explanatory.

All Public Elementary and Secondary School Heads shall strategize on the number of teachers who can serve/volunteer (in-person) daily during the enrolment period.

For questions, we will be glad to assist you through Ker Denzel G. Infiesto, Planning Officer III, at ker.infiesto@deped.gov.ph.

For your guidance and compliance.

For and in the absence of the  
Schools Division Superintendent:

  
**BASILIO P. MANA-AY JR., CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge

**RELEASED**

**JUL 09 2024**

RECORDS SECTION SDO PANABO CITY

Encl: As stated  
SGOD/aba/kdgi



Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)823 1469, (084) 628 4066  
Email: panabocity.division@deped.gov.ph



Republic of the Philippines  
Department of Education  
DAVAO REGION

Office of the Regional Director

**REGIONAL MEMORANDUM**

PPRD-2024-074

To : Schools Division Superintendents

Subject: GRANT OF SERVICE CREDITS ON THE CONDUCT OF ENROLLMENT  
FOR SCHOOL YEAR 2024 - 2025

DATE : July 2, 2024

Pursuant to DepEd Memorandum No. 32, s. 2024 signed by Nolasco A. Mempin, Undersecretary for Administration dated June 25, 2024, this Office reiterates the provision of DepEd Order No. 3, s. 2029 titled the Amendment to DepEd Order No. 22, s. 2023 (Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024), SY 2024 – 2025 shall start on July 29, 2024. Hence, the Department of Education (DepEd) announces the conduct of enrollment in all public schools from **July 3-26, 2024**.

Antent to this, personnel involved during enrollment in public schools, district and division offices, are allowed to render overtime (OT) services with pay during weekdays, weekends, and holidays when necessary to meet the target schedules.

At the school level, OT services can be converted to service credits as provided in **DepEd Order No. 58, s. 2008** "Authorizing the Grant of Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education System", **DepEd Order No. 10, s. 2009** "Addendum to **DepEd Order No. 58, s. 2008** (Authorizing to Grant Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education Information System (BEIS)" and **DepEd Order 30, s. 2016** "Policies and Guidelines on Overtime Services and Payment in the Department of Education". The concerned offices (Finance, Budget and Accounting) should ensure that the overtime services rendered are duly compensated.

For further inquiries and clarifications on this matter, contact Cherry Ann D. Into, Education Program Supervisor of Policy Planning and Research Division, at (082) 224-0750.

Immediate dissemination of this Memorandum is highly desired.

ALLAN G. FARNAZO  
Director, IV

ROP2/cadi

DEPARTMENT OF EDUCATION, RII

RECORDS SECTION

**RELEASED**

IV: \_\_\_\_\_  
7.3.24 Date: 342-53

Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph

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