



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

August 14, 2024

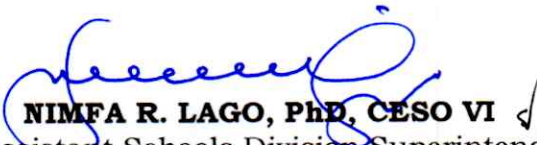
**DIVISIONAL MEMORANDUM**

No. 220, s. 2024

**GRANT OF SERVICE CREDITS TO LEARNER INFORMATION SYSTEM (LIS)  
COORDINATORS FOR SCHOOL YEAR 2023-2024**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD and CID)  
Public Elementary and Secondary School Heads/Department Heads  
Concerned Personnel  
This Division

1. This Office informs all schools of the 100% completion of the End of School Year (EOSY) reports in the LIS. With this four-year streak of achievement, school heads are directed to endorse to this Office the accomplished daily time record of LIS coordinators who rendered overtime from August 2023 to July 2024.
2. LIS coordinators who are also teaching personnel shall be granted at least three (3) days and at most six (6) days of service credits. Coordinators who are teaching-related and non-teaching personnel (e.g., AO II, head teacher, planning officer) shall be granted with at least one (1) day and at most six (6) days of compensatory time-off as determined by the superior who supervised the work of the coordinator.
3. Accomplished daily time record may be submitted without accomplishment report and must be submitted on or before August 23, 2024 (Friday).
4. Queries relative to the grant of service credits may be channeled to Ell June S. Abucay, Planning Officer III, at [elljune.abucay@deped.gov.ph](mailto:elljune.abucay@deped.gov.ph).
5. This Office directs the immediate dissemination of this Memorandum.

  
**NIMFA R. LAGO, PhD, CESO VI** ✓  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

Encl.: As Stated  
To be indicated in the Perpetual Index  
under the following subjects:

**SERVICE CREDITS**

**LIS**

**GRANTS**



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**PANDONG**  
#PadayonAsensoOzamiz