



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

February 14, 2025


DIVISIONAL MEMORANDUM

No. *064*, s. 2025

**GRANT OF SERVICE CREDITS TO LEARNER INFORMATION SYSTEM
(LIS) COORDINATORS FOR BEGINNING OF SCHOOL YEAR (BOSY)
SY2024-2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public School Heads
This Division

1. This Office directs all school heads to endorse the accomplished daily time record of LIS coordinators who rendered overtime service related to LIS reporting during the BOSY (e.g. enrollment, early registration, SHS 1st semester finalization).
2. Coordinators who are teaching personnel shall be granted at least three (3) days and at most six (6) days of vacation service credits. Coordinators who are teaching-related and non-teaching personnel (e.g. AO II, head teacher, ITO) 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 must be submitted on or before February 21, 2025.
4. Queries related to this activity may be channeled to elljune.abucay@deped.gov.ph.
5. Wide dissemination of this Memorandum is desired.


NIMFA R. LAGO, Ph.D., CESO VI
Schools Division Superintendent

ATCH.: As stated

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

LIS BOSY REPORTING ENROLLMENT SERVICE CREDITS

JAG/DM ___/February 5, 2025



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