



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF PANGASINAN II

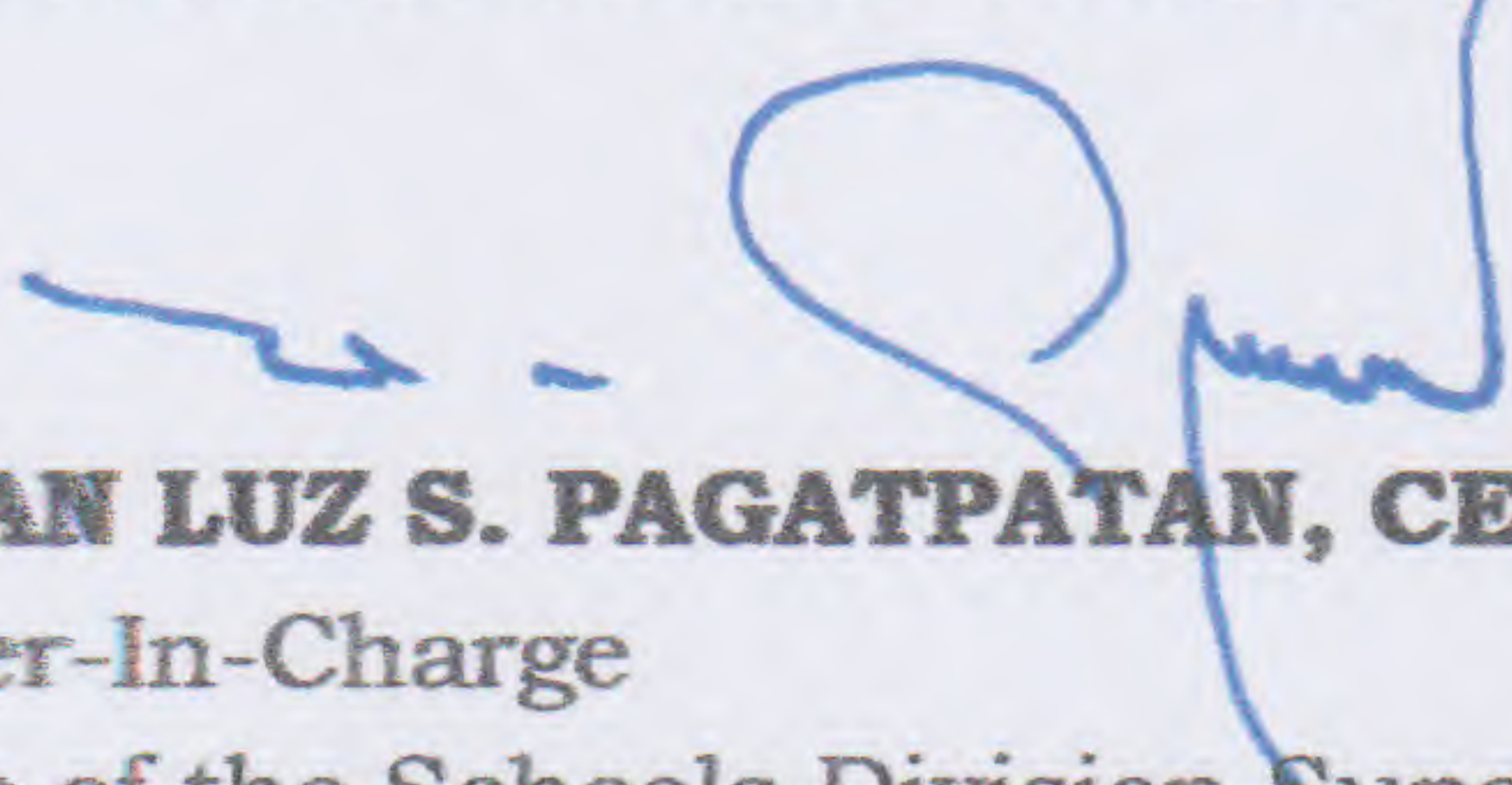
Office of the Schools Division Superintendent

MEMORANDUM

TO :

**PUBLIC SCHOOLS DISTRICT SUPERVISORS
SECONDARY SCHOOL HEADS/OICs & Assist. Principal/OICs
ELEMENTARY SCHOOL HEADS/OICs**

FROM:


VIVIAN LUZ S. PAGATPATAN, CESO VI
Officer-In-Charge

Office of the Schools Division Superintendent

SUBJECT:

IMMEDIATE SUBMISSION OF ALL REQUESTS FOR SERVICE CREDITS

PARTICULARS

Please be informed that this Office will only entertain **“Requests for Service Credits”** for **services rendered for prior years** until **July 15, 2024**.

Kindly remind / advise / instruct all concerned teachers with un-credited services to immediately submit the same, with the aid of available administrative staff and through the office of the respective School Heads.

*This Office shall no longer facilitate requests beyond the aforementioned date. This deadline of submission **SHALL NOT APPLY** to those services rendered by Teachers from FY 2022 and onwards. For strict compliance.*