




Republic of the Philippines  
Department of Education

DIVISION OF MISAMIS ORIENTAL

**MEMORANDUM**

No. 709, s. 2018

TO : School Heads/Schools In-Charge  
ICT Coordinators, LIS Coordinators and EBEIS Coordinators  
Class Advisers  
Public Elementary, Junior and Senior High Schools  
Division Personnel  
*This Division*

FROM :   
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

SUBJECT : **Grant of Service Credits/Compensatory Overtime Credit (COC) in the implementation of LIS and EBEIS for Beginning of SY 2018-2019**

DATE : July 30, 2018

1. All personnel involved in the implementation of LIS and EBEIS for Beginning of School Year 2018-2019 shall be entitled to service credits pursuant to DepEd Order No. 32 s. 2018 *Policy Guidelines on the Collection of Data/Information Requirements for Beginning of School Year 2018-2019 in the Learner Information System and Enhanced Basic Education Information System* Item V. Other Provisions, which states:

- a. Overtime Services and Payment

All personnel involved in the LIS and EBEIS in all public schools, district, division, and regional offices, all 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, these 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. 2018 s. 2008 (Authority 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".

2. The period covered for this grant of Service Credits/Compensatory Overtime Credit (COC) shall be for the overtime services rendered during weekdays and weekends for the months of July and August 2018. One work day service credit is granted for one day (eight hours) of service.

4. The following documents/requirements shall be accomplished/submitted after completion of overtime service:
  - a. duly signed DTR/CS Form 48
  - b. certification signed by the School Head indicating the overtime services rendered by the personnel in the LIS data encoding.
5. Deadline of submission is on December 10, 2018.
6. Immediate dissemination of this Memorandum is enjoined.

/SGOD\_elg

### DAILY TIME RECORD

(Name) \_\_\_\_\_  
 For the month of \_\_\_\_\_  
 Official hours for arrival and departure \_\_\_\_\_ Regular days \_\_\_\_\_ Saturdays \_\_\_\_\_

Day	A.M.		P.M.		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1						
2						
3						
4						
5						
6						
7						
8						
9						
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11						
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21						
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23						
24						
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27						
28						
29						
30						
31						
Total						

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours:

\_\_\_\_\_  
 In Charge  
 Civil Service Form No. 48

### DAILY TIME RECORD

(Name) \_\_\_\_\_  
 For the month of \_\_\_\_\_  
 Official hours for arrival and departure \_\_\_\_\_ Regular days \_\_\_\_\_ Saturdays \_\_\_\_\_

Day	A.M.		P.M.		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
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 In Charge

## INSTRUCTIONS

Civil Service Form No. 48, after completion, should be filed in the records of the Bureau or Office which submits the monthly report on Civil Service Form No. 3 to the Bureau of Civil Service.

In lieu of the above, court interpreters and stenographers who accompany the judges of the Court of First Instance will fill out the daily time reports on this form in triplicate, after which they should be approved by the judge with whom service has been rendered, or by an officer of the Department of Justice authorized to do so. The original should be forwarded promptly after the end of the month to the Bureau of Civil Service, thru the Department of Justice, the duplicate to kept in the department of justice; and the triplicate, in the office of the Clerk of Court where service was rendered.

In the space provided for the purpose on the other side will be indicated the office hours the employee is required to observe, as for example, "Regular days, 8:00 to 12:00 and 1:00 to 4:00; Saturdays 8:00 to 1:00."

Attention is invited to paragraph 3, Civil Service Rule XV, Executive Order No. 5, series of 1909, which reads as follows:

"Each chief of a Bureau or Office shall require a daily record of attendance of all the officers and employees under him entitled to leave or absence or vacation (including teachers) to be kept on the proper form and also a systematic office record showing for each day all absences from duty from any cause whatever. At the beginning of each month he shall report to the Commissioner on the proper form of all absences from any cause whatever, including the exact amount of undertime of each person for each day. Officers or employees serving in the field or on the water need not be required to keep a daily record, but all absences of such employees must be included in the monthly report of changes and absences. Falsification of time records will render the offending officers or employee liable to summary removal from the service and criminal prosecution.

(NOTE - A record made from memory at sometime subsequent to the occurrence of an event is not reliable. Non observance of office hours deprives the employee of the leave privileges although he may have rendered overtime service. Where service rendered outside of the Office for the whole morning or afternoon, notation to that effect should be made clearly.)

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