



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

19 Jun 2026

DIVISION MEMORANDUM

CID-2026-101

**GUIDELINES IN THE PROCESSING OF SERVICE CREDIT OF TEACHERS WHO
RENDERED SUMMER CLASS PROGRAM ACTIVITIES (SY 2025-2026)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned

1. In connection with the implementation of the Summer Class Program and the End-of-School-Year (EOSY) Break Activities for School Year 2025-2026, and in consideration of the recent 7.8-magnitude earthquake in Sarangani, the deadline for the submission and processing of service credit claims is hereby extended until June 30, 2026.
2. The following documents are required for the granting of service credits:
 - a. Two (2) copies Letter Request (Special Order)
 - i. Prepared by the School Head
 - ii. Noted by the CID Chief
 - iii. Approved by the Schools Division Superintendent
 - b. Two (2) copies of Narrative Report (one report per school only)
 - i. 1-page Accomplishment report (include the number of volunteers, beneficiaries, stakeholders, and schedule of conduct as well as best practices and impact of the program)
 - ii. 1-page pictorials as documentation (with captions)
 - iii. Prepared by the Coordinator
 - iv. Noted by the School Head
 - c. Two (2) copies of DTR signed by the school head with the initial of the School Reading Coordinator or Group Leader- Teacher Facilitator.
 - d. Two (2) copies Teachers' Class Program/Schedule (per Teacher attached to the DTR)
 - e. Attachment
 - i. Approved School Letter of Intent
 - ii. Memorandum issued on the conduct of Summer Class Program or EOSY Classes
3. The submission of documents shall be facilitated by the School Head, School Administrative Assistant, or duly designated officer. ARAL or Summer Program Coordinators shall ensure the proper compilation of all required documents and secure a school copy upon release from the Records Section.





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All schools are likewise advised to establish and maintain a tracking system to effectively monitor the status of processing, ensure timely completion, and prevent the loss of documents.

4. The Curriculum and Instruction Division (CID) shall validate all service credit claims based on submitted reports. All implementing schools are required to use the following online monitoring tools:
 - a. MONITORING TOOL FOR SUMMER CLASS PROGRAM:
<https://docs.google.com/forms/d/e/1FAIpQLSe6sBifTC2Up9MVSI-aKhI5pL-gVgGWsemrqh6zrz2xhBMCrA/viewform?usp=sharing&ouid=118339410030542136897>
 - b. DIVISION MONITORING DASHBOARD EOSY SUMMER:
https://docs.google.com/spreadsheets/d/1Ax2V1puW_PIZcRpQX8ReIsoT7VFfl2tp/htmlview
 - c. REGIONAL MONITORING DATA. (encode necessary data and encode the list of Non deped volunteers)
<https://docs.google.com/spreadsheets/d/1CUG7aZcf6yPjCmI3HIIsPFB-cQuBBK7-/edit?usp=sharing&ouid=118339410030542136897&rtpof=true&sd=true>
5. Failure to comply with the required documentary requirements and submission of online reports shall result in the disapproval of the service credit claims.
6. For inquiries, contact John Jerson P. Constantino, EPS at 09285059602.
7. Immediate dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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

REPORTS

Judith B. Alba/CID/MLA – guidelines in the processing of service credit of teachers
who rendered summer class program activities (sy 2025–2026)
0421/June 19, 2026



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
Telephone No.: (083) 508-2039
Website: www.depedsarangani.com
Email Address: sarangani@deped.gov.ph

