



Republic of the Philippines  
**Department of Education**

REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
 Superintendent**

**08 Sept 2023**

DIVISION-MEMORANDUM  
 CID No. **108**, s. 2023

To: Public Schools District Supervisors/Principals In-Charge/  
 Cluster Heads Concerned  
 Public Elementary/Secondary School Heads Concerned  
 All Teachers Concerned

**GUIDELINES ON THE GRANT OF SERVICE CREDITS AND RELEASE OF MEAL  
 EXPENSE REIMBURSEMENT FOR TEACHERS ON THE IMPLEMENTATION  
 OF NATIONAL LEARNING CAMP (NLC) AND OTHER END-OF-SCHOOL-YEAR  
 (EOSY) BREAK ACTIVITIES**

1. The National Learning Camp (NLC) and other End-of-School-Year (EOSY) Break Activities were conducted from July 24 to August 25, 2023 to help improve learning outcomes and support teachers so they can teach better.
2. Teachers involved in the implementation of NLC and other EOSY Break Activities shall be **granted vacation service credits, certificate of recognition and meal expense reimbursement.**
3. One workday of vacation service credit shall be granted per **accumulated eight hours** of services rendered. The duration of implementation of the NLC and other EOSY Break Activities is shown in Table 1.

Table 1. Programs Implemented and Its Duration

<b>Program</b>	<b>Duration</b>	<b>No. of Days</b>
National Learning Camp for Grades 7 & 8 English, Science and Mathematics		
Enhancement Camp	July 24, 2023- August 11, 2023	15 days
Consolidation and Intervention Camps	July 24, 2023- August 25, 2023	25 days
Grades 1 – 3 Reading and Mathematics Program		
Enrichment Class	July 24, 2023- August 11, 2023	15 days
Remedial Class	July 24, 2023- August 25, 2023	25 days

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Summer Home Assistance in Reading by Parents (SHARP) for Grades 4-6 and Grades 9 & 10	July 24, 2023- August 25, 2023	25 days
Summer Program in Improving Numeracy Skills (SPINS) for Grades 4-6 and Grades 9-11	July 24, 2023- August 18, 2023	20 days
Advanced Subjects for Grade 12	July 24, 2023- August 25, 2023	25 days

4. An allocation of **P250.00 per day** for 15-25 days to cover the meal expenses of teachers shall be provided subject to the availability of funds and guidelines set.
5. The documentary requirements for the grant of service credits are the following:
  - i. Daily Time Record duly signed by the School Head
  - ii. Class Program
  - iii. Daily Accomplishment Report
6. The documentary requirements for the release of meal expense reimbursement are the following:
  - i. Certificate of Expenses not Requiring Receipt (CERR) per COA Circular No. 2017-001 dated June 2017
  - ii. Daily Time Record duly signed by the School Head
7. The deadline of submission of all the documents for the grant of service credits and meal expense reimbursement will be on **September 15, 2023**.
8. For clarifications, all personnel concerned are directed to contact Marichu Jean R. Dela Cruz, Education Program Supervisor in Science at cellphone number, 09467120504.
9. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

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