



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **803**, s. 2025

02 DEC 2025

PROCESSING OF REQUESTS FOR THE GRANTING OF VACATION SERVICE CREDITS (VSC), COMPENSATORY TIME OFF (CTO) AND CHECKING OF DAILY TIME RECORDS (DTR)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
Administrative Officer IIs
All Others Concerned

1. To facilitate the processing of requests for the granting of Vacation Service Credits (VSC), Compensatory Time Off (CTO), and checking of Daily Time Records (DTR), **all Administrative Officer II** are requested to assist the Human Resource Management Unit in the sorting, checking and processing of VSC, CTO and DTRs on 03 December to 05 December 2025.

2. Venue of the said activity are as follows:

DATE	VENUE
03 December 2025	HVMES Social Hall
04 December 2025	HVMES Social Hall
05 December 2025	MMES ICT Room

3. For information and guidance.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None

Reference:

To be included in the Perpetual Index
Under the following subject:

Documents Processing
Checking Granting

OSDS HRMU FDA/Processing of VSC CTO and DTRs
086/December 2, 2025

