



Republic of the Philippines
Department of Education

16 JUL 2013

DepEd MEMORANDUM
No. **122**, s. 2013

**GRANT OF LEAVE CREDITS IN LIEU OF SERVICE CREDITS FOR DEPED
NON-TEACHING PERSONNEL WHO SERVED AS SUPPORT STAFF
DURING THE MAY 13, 2013 ELECTIONS**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of the Commission on Election (COMELEC) Minute Resolution No. 13-0741 dated June 4, 2013 entitled *In the Matter of the Request of Assistant School Division Superintendent Roland G. Gutay, Division of Toledo City, Department of Education (DepEd), for Leave Credits in Lieu of Service Credits for DepEd Non-Teaching Personnel who Served as Support Staff During the May 13, 2013 Elections*, wherein Commission granted said request.

2. As per Article 1, Section 15 of COMELEC Resolution No. 9640 or the General Instructions for the Board of Election Inspectors, the officials and support staff of DepEd who served in the May 13, 2013 Elections will all be granted honorarium and service credits. However, since the non-teaching personnel of DepEd are not entitled to service credits, the COMELEC converted the service credits to leave credits.

3. Pursuant to the aforesaid COMELEC Minute Resolution, all DepEd non-teaching personnel who served as Support Staff during the May 13, 2013 Elections, and who are not entitled to service credits should be given leave credits for three days.

4. Any other DepEd Memoranda, Orders, Circulars and other issuances inconsistent herewith are deemed amended or repealed accordingly.

5. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated

Reference: None

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

ELECTIONS
EMPLOYEES

LEAVE
LEGISLATIONS

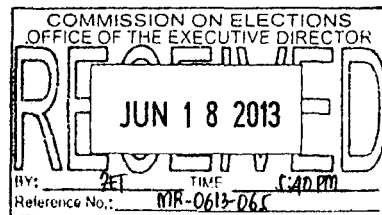
OFFICIALS

EXCERPT FROM THE MINUTES OF THE REGULAR EN BANC
MEETING OF THE COMMISSION ON ELECTIONS

HELD ON JUNE 4, 2013

Present:

Chairman Sixto S. Brillantes Jr.
Commissioner Lucenito N. Tagle
Commissioner Elias R. Yusoph
Commissioner Christian Robert S. Lim
Commissioner Maria Gracia Cielo M. Padaca
Commissioner Al A. Parreño
Commissioner Luie Tito F. Guia



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13-0741. IN THE MATTER OF THE REQUEST OF ASSISTANT SCHOOL DIVISION
SUPERINTENDENT ROLAND G. GUTAY, DIVISION OF TOLEDO CITY, DepEd,
FOR LEAVE CREDITS IN LIEU OF SERVICE CREDITS FOR DepEd NON-
TEACHING PERSONNEL WHO SERVED AS SUPPORT STAFF DURING THE
MAY 13, 2013 ELECTIONS

This pertains to the Memorandum dated May 07, 2013 of Director Esmeralda Amora-Ladra, Law Department, as submitted by Acting Executive Director Bartolome J. Sinocruz, Jr., on the request of Assistant School Division Superintendent Roland G. Gutay, Division of Toledo City, DepEd, requesting leave credits in lieu of service credits for DepEd non-teaching personnel who served as support staff during the May 13, 2013 Elections, as concurred in by Acting Deputy Executive Director for Operations Teopisto E. Elnas, Jr.

The Memorandum of Director Amora-Ladra addressed to Acting Executive Director Sinocruz reads:

"This pertains to the March 21, 2013 letter from Assistant Schools Division Superintendent Roland G. Gutay, Division of Toledo City, Department of Education, which was endorsed to this Office on April 30, 2013 by Personnel Department Acting Director Helen Aguila-Flores, requesting for the conversion to leave credits of the three (3) days service credit given to the members of the Board of Election Inspectors and support staff, who are non-teaching personnel, which reads:

*'Article 1 Section 15 of the General Instructions for the Board of Election Inspectors (BEI) titled Honoraria of the BEI and Their Support Staff; DepEd Supervisor and Their Support Staff stipulates 'DepEd Supervisors shall receive an honorarium of P3,000.00 and **service credits** for three (3) days of service (day before the elections, election day, and day after elections); while their support staff shall receive an honorarium of P1,500.00 and service credits for the three (3) days of service (day before the elections, election day, and day after elections).*

*In this regard, may we request that the **service credits** which the non-teaching personnel will receive for the services they have rendered during the elections be converted to **leave credits** as the non-teaching personnel are not entitled to receive service credits, only **leave credits.**'*

'Pursuant to Comelec Resolution No. 9640 promulgated on February 15, 2013 entitled, General Instructions for the Board of Election Inspectors (BEI) on the Testing and Sealing; Voting

Counting, and Transmission of Results in connection with the May 13, 2013 National and Local Elections, pertinent portions of which states:

SEC. 14. DepEd Supervisors and their Support Staff; Composition and Functions. - There shall be at least one (1) DepEd Supervisor Official with one (1) support staff for every voting center. In case of polling centers with more than ten (10) clustered precincts, an additional DepEd supervisor official with one (1) support staff shall be constituted, as follows:

No. of clustered precincts	No. of DepEd Supervisor Official	No. of Support Staff
1-10	1	1
11-20	2	2
21-30	3	3
and so forth using the same ratio		

The DepEd Supervisors, in coordination with the EO, shall, among other things:

- a) Plan organize and supervise the setting-up of a voters' assistance center at the voting center to assist voters in locating their polling places/precinct assignments;
- b) Plan, organize and supervise the crowd management at the entrance areas of polling places;
- c) Maintain a list of technical personnel as well as PNP and AFP personnel in the voting centers for efficient coordination in case of need; and
- d) Serve as the contact and point person of the EO in the voting center.

The Support Staff of the DepEd Supervisor shall assist the latter in undertaking the abovementioned functions.

SEC. 15. Honoraria of the BEI and their support staff; DepEd Supervisor and their support staff. - The chairman and members of the BEI shall each receive an honorarium of three thousand pesos (P3,000.00). In addition, each shall receive P500.00 for the Testing and Sealing of Machines; P500.00 for one-time transportation allowance, and service credits for three days of service (day before the elections, election day and day after elections).

The BEI support staff shall receive an honorarium of P1,500.00 each and, if applicable, service credits, for three (3) days of service (day before the elections, election day and day after elections).

DepEd Supervisors shall receive an honorarium of P3,000.00 and service credits for three (3) days of service (day before the elections, election day, and day after elections); while their support staff shall receive an honorarium of P1,500.00, and service credits for three (3) days of service (day before the elections, election day, and day after elections).'

The officials and support staff of DepEd who will be serving the country in the May 2013 Elections will all be granted honorarium and service credits. However, since the non-teaching personnel of DepEd are not entitled to service credits, it is but just and equitable, as we most

respectfully recommend, that the Honorable Commission GRANTS the requests of the non-teaching personnel to convert the service credits to leave credits instead.

Respectfully submitted for your consideration."

The pertinent portion of the Memorandum of Acting DEDO Elnas reads:

xxx xxx xxx

Undersigned hereby adopts the foregoing recommendation of Director Ladra that the non-teaching personnel of DepEd who served as support staff during the May 13, 2013 elections be given leave credits considering that they are not entitled service credits.

xxx xxx xxx"

The Commission **RESOLVED**, as it hereby **RESOLVES**, to approve the foregoing recommendation of Director Esmeralda Amora-Ladra, Law Department, as concurred in by Acting Deputy Executive Director for Operations Teopisto E. Elnas, Jr., and favorably submitted by Acting Executive Director Bartolome J. Sinocruz, Jr., to **grant** the request of the non-teaching personnel of DepEd who served as support staff during the May 13, 2013 Elections, that the service credits granted to them pursuant to Section 15 of Comelec Resolution No. 9640 be instead converted to leave credits since they are not entitled to service credits.

Let the Acting Executive Director implement this resolution.

SO ORDERED


SIXTO S. BRILLANTES, JR.
CO00016299
Chairman


LUCENITO N. TAGLE
Commissioner


ELIAS R. YUSOPH
Commissioner


CHRISTIAN ROBERT S. LIM
Commissioner


MARIA GRACIA CIELO M. PADACA
Commissioner


AL A. PARRENO
Commissioner


LUE TITO F. GUIA
Commissioner

- Cc: Chairman
- All Commissioners
- Executive Director
- Deputy Executive Director for Operations
- Deputy Executive Director for Administration
- Law Department

