

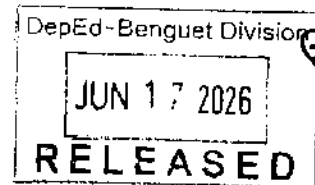


Republic of the Philippines
Department of Education
Schools Division of Benguet

DIVISION MEMORANDUM

NO. 226 S.2026

TO: Assistant Schools Division Superintendent
Administrative Officer V
Chief Education Supervisors (CID & SGOD)
SDO Staff and Personnel (OSDS, CID, SGOD)
All Others Concerned



DATE: June 15, 2026

SUBJECT: **GRANT OF COMPENSATORY OVERTIME CREDIT (COC) FOR PERSONNEL RENDERING OFFICIAL BUSINESS DURING THE SPECIAL NON-WORKING HOLIDAY IN THE MUNICIPALITY OF LA TRINIDAD**

1. Pursuant to Proclamation No. 1298 issued by the President of the Philippines, declaring June 16, 2026 as a Special (Non-Working) Day in the Municipality of La Trinidad, Province of Benguet, in celebration of its Founding Anniversary, all personnel of the Schools Division Office of Benguet who are required to render services and perform official duties on said date shall be entitled to the grant of Compensatory Overtime Credit (COC), subject to existing Civil Service Commission and Department of Education rules and regulations.
2. The grant of COC shall cover personnel who are officially authorized or directed to render overtime services and perform Official Business (OB) on June 16, 2026 in connection with the Oplan Balik Eskwela (OBE) activities, programs, projects, and operations that require their presence and participation.
3. Immediate supervisors shall ensure the proper documentation and certification of services rendered, including attendance records, accomplishment reports, and other supporting documents necessary for the processing of COC claims.
4. The utilization of earned Compensatory Overtime Credits shall be governed by existing policies and shall be subject to approval by the appropriate authority.
5. For information, guidance, and strict compliance.


CARMEL F. MERIS

Assistant Schools Division Superintendent
Officer in Charge
Office of the Schools Division Superintendent



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