



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CEBU PROVINCE

Office of the Schools  
Division Superintendent

December 14, 2023

**DIVISION MEMORANDUM**

No. 555, s. 2023

**REVISED GUIDELINES ON THE SUBMISSION OF REQUIRED  
DOCUMENTS FOR THE CLAIM OF SERVICE CREDITS OF  
DISTRICT AND SCHOOL PROPERTY CUSTODIANS AS  
CONTAINED IN THE DIVISION MEMORANDUM NO.  
827, s. 2018 DATED NOVEMBER 22, 2018**

To: Public Schools District Supervisors/OICs/Caretakers-  
Elementary and Secondary School Heads/TICs/Caretakers  
District and School Property Custodians

- 1.) Considering that District and School Property Custodian work in property related matters in the exigency of the service the whole year round, teachers designated as Custodians are entitled and can be granted vacation service credits pursuant to DepEd Memorandum No. 328, s. 2009, dated July 24, 2009 copy enclosed;
- 2.) To ensure efficient and effective processing of claims of service credits, this office hereby informs the field of the following documents in consonance with DepEd Memorandum mentioned in section 1;  
  
District and School Property Custodian requirement:
  - a.) Letter Request by the School Head noted by the PSDS
  - b.) Designation Order issued by the Schools Division Superintendent
  - c.) CSC Form 48 as contained in section 4 of DepEd Memorandum No. 328, s. 2009
- 3.) It is also observed that there were Property Custodians who were not able to be given their service credits due to the memorandum, especially the cutoff date mentioned in DM 827, S. 2018 resulting to unserved service credits of Property Custodians who failed to be given the such benefits may now file and re-present the requirements mentioned above.
- 4.) Immediate dissemination of and compliance with this Memorandum is directed.

**SENEN PRISCOLO P. PAULIN, CESO V**  
Schools Division Superintendent



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