April 03, 2023

**NELSON E. BELANO**

School Principal

Tandaay High School

Tandaay. Nabua, Camarines Sur

Sir,

Pursuant to DepEd Order No. 53 S. 2003, the services rendered of the undersigned teacher/personnel hereby granted service credits as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Seminars/ Trainings/ Services Rendered | INCLUSIVE DATES | Total Number of Days Rendered | Total Number of Days Service Credits allowed to be filled up by School Personnel |
|  |  |  |  |
|  |  |  |  |

The above service credits may be offset absences due to illness of the teacher and his immediate family.

Please attached the following:

1. Signed CS Form48 (DTR) – Please indicate the name of activity on the side of the DTR.
2. Approved Activity Proposal / School Memo (if applicable)

Prepared by:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Teacher III

Approved:

**NELSON E. BELANO**

Principal I

April 03, 2023

**NELSON E. BELANO**

School Principal

Tandaay High School

Tandaay. Nabua, Camarines Sur

Sir,

Pursuant to DepEd Order No. 53 S. 2003 and in cognizance with School Memorandum No. 5 S. 2023, may I formally request to offset my leave of absence to my accumulated service/leave credits. Attached herewith are the CS Form48 (DTR) and approved CS Form 6 for your reference.

Prepared by:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Teacher III

Approved:

**NELSON E. BELANO**

Principal I