



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 61, s. 2024

**CORRIGENDUM TO SPECIAL ORDER NO. SC-475, s. 2024**

1. DepEd Order No 53 s, 2003 provides for the grant of vacation service credit be given for work beyond regular functions or beyond regular work hours/days where payment of honorarium or overtime pay is not possible.
2. Due to clerical errors, Ms. Jeziel A. Ularte, was granted incorrect number of COC earned in hours, through Special Order No. SC-475, s 2024, for her service rendered during the conduct of LIS BOSY encoding.
3. As per form 48, Ms. Jeziel A. Ularte should be granted 40 hours of COC earned.
4. This issuance now then corrects SC- 475, s. 2024 as follows:

Name	Position/Station	No. of COC Earned in Hours
Jeziel A. Ularte	School Registrar I/ISNHS	40

5. For your information, guidance and reference.

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY  
11 FEB 2025  
**RELEASED**  
BY: \_\_\_\_\_

*Vilma D. BDA*  
**VILMA D. BDA, CESO V**  
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33  
Email Address: [vigan.city@deped.gov.ph](mailto:vigan.city@deped.gov.ph)  
Website: [www.depedviganacity.com](http://www.depedviganacity.com)  
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