



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

DIVISION MEMORANDUM
NO. 508, S. 2025

**GRANTS OF SERVICE CREDITS AND COMPENSATORY TIME-OFF FOR
PARTICIPANTS IN THE CAPACITY BUILDING FOR
MENTAL HEALTH PROGRAM**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor-SGOD
School Heads of Ilocos Sur National High School, Vigan National High
School East and Burgos Memorial School West

1. In reference to the Regional Memorandum No. 985 s, 2025 on the *Grant of Service Credits and Compensatory Time-Off for Participants in the Capacity Building for School Mental Health Program*, service credits and compensatory time-off (CTO) will be granted to participants in the capacity building on the said dates declared class and work suspensions in some areas of Ilocos Region caused by inclement weather.

2. The participants of the training are the following:

NAME	POSITION	SCHOOL/OFFICE
Maria Korynne P Taborda	Nurse II- Division Mental Health Focal	SDO-Vigan City
Nadia Marie Adcapan	Registered Guidance Counselor	ISNHS
Rowena Navarro	Registered Guidance Counselor	ISNHS
Lucrecia Roca	School Mental Health Coordinator	VNHSE
Estrella Adolfo	School Mental Health Coordinator	BMSW

3. Enclosed is the copy of the memorandum for reference.
4. Immediate dissemination of this Memorandum is desired.



VILMA D. EDA, CESO V
Schools Division Superintendent

2508-163 E190



Republic of the Philippines
Department of Education
REGION I



SCHOOL DIVISION OFFICE
DEPED VIGAN CITY

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REGIONAL MEMORANDUM
No. 985 s. 2025

**GRANT OF SERVICE CREDITS AND COMPENSATORY TIME-OFF FOR
PARTICIPANTS IN THE CAPACITY BUILDING FOR SCHOOL MENTAL HEALTH
PROGRAM**

To: Schools Division Superintendents

1. This refers to the **Regional Memorandum Nos. 938 and 888, s. 2025**, regarding the **Capacity Building for School Mental Health Program** conducted on **July 21-25, 2025**, at **J&V Hotel and Resort, Sevilla Center, Diversion, San Fernando City, La Union**.
2. Due to class and work suspensions declared in some areas of Ilocos Region caused by inclement weather during the said dates. Service Credits and Compensatory Time-Off (CTO) shall be granted to teachers and non-teaching personnel, respectively, subject to existing guidelines on the grant of service credits and compensatory time-off.
3. Immediate and wide dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
Director IV

Encl: As stated
Reference: RM_Nos. 938 and 888, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

ORIENTATION
SEMINARS

ESSD/acojr/RM_GrantOfServiceCreditsAndCompensatoryTimeOff
July 29, 2025



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