



Republic of the Philippines

Department of Education

SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM

OSDS-PS-2026-031

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School Heads, Public Elementary, Secondary, and Integrated Schools
All Others Concerned

FROM:  **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

**SUBJECT: AVAILMENT OF ELECTION SERVICE CREDITS UNDER COMELEC
RESOLUTION NO. 11212**

DATE: August 4, 2026

1. Pursuant to COMELEC Resolution No. 11212, otherwise known as the *Guidelines on the Grant of Service Credit to Government Officials and Employees Who Rendered Election-Related Service*, all qualified teaching and non-teaching personnel who earned election service credits are hereby informed of the prescribed period and conditions for the availment thereof.

2. In accordance with Section 5 (Availment) of the Resolution, election service credits shall be availed of within the following periods:

- a. For Special Elections, Plebiscites, Initiatives, Referenda, or Recall Elections –within three (3) months from the date of the election or electoral exercise; and
- b. For National and Local Elections (NLEs), Barangay and Sangguniang Kabataan Elections (BSKEs), and Bangsamoro Parliamentary Elections (BPEs) – within the same calendar year in which the service credit was earned.

Furthermore, for personnel who rendered election-related service during the 2025 National and Local Elections (NLE), the earned service credit may be availed of within six (6) months from the effectivity of COMELEC Resolution No. 11212, as expressly provided in the Resolution.



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3. Pursuant to Section 6 (Applicability) of the same Resolution, election service credits:
 - a. May be used to offset absences due to illness or personal reasons, including those related to vacation;
 - b. Shall not be converted into or claimed as terminal leave;
 - c. Are separate and distinct from regular leave credits and other leave privileges granted under existing laws, rules, and regulations, and shall not diminish or replace such leave benefits.
4. Personnel intending to avail of their election service credits shall submit the following documents to the Personnel Section through their respective School Heads or Office Heads:
 - a. Duly accomplished Application for Leave indicating the availment of Election Service Credit;
 - b. Other supporting documents as may be required for validation.
 - b.1 Application for sick leave in excess of five (5) successive days shall be accompanied by a proper medical certificate.
 - b.2 All applications for vacation leave of absence for one (1) full day or more shall be submitted on the prescribed form for action by the proper head of agency five (5) days in advance, whenever possible, of the effective date of such leave.
5. School Heads and Office Heads are directed to ensure that all eligible personnel are informed of these guidelines and that applications for availment are submitted within the prescribed period.
6. Attached is the COMELEC Resolution No.11212 for reference.
7. Immediate dissemination of and strict compliance with this Memorandum are directed.

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Republic of the Philippines
COMMISSION ON ELECTIONS
Intramuros, Manila

**GUIDELINES ON THE GRANT
OF SERVICE CREDIT TO
GOVERNMENT OFFICIALS
AND EMPLOYEES WHO
RENDERED ELECTION-
RELATED SERVICE**

X-----X

GARCIA, George Erwin M.
FEROLINO, Aimee P.
BULAY, Rey E.
MACEDA, Ernesto Ferdinand Jr. P.
CELIS, Nelson J.
TANGARO-CASINGAL, Maria Norina S.
PIPO, Noli R.

Chairman
Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

Promulgated: March 24, 2026

RESOLUTION NO. 11212

WHEREAS, the 1987 Philippine Constitution, in Article IX-C, Section 2(1), mandates the Commission on Elections (Commission) to enforce and administer all laws and regulations relative to the conduct of an election, plebiscite, initiative, referendum, and recall;

WHEREAS, Section 52(c) of the Omnibus Election Code confers upon the Commission the exclusive charge of the enforcement and administration of all laws relative to the conduct of elections for the purpose of ensuring free, orderly and honest elections, and directs the promulgation of rules and regulations implementing the provisions thereof or other laws which the Commission is required to enforce and administer;

WHEREAS, then President Benigno S. Aquino III approved on 8 April 2016 Republic Act No. 10756 entitled "*An Act Rendering Election Service Non-Compulsory for Public School Teachers, Authorizing the Appointment of Other Qualified Citizens, Providing for Compensation and Other Benefits*," otherwise known as the Election Service Reform Act (ESRA);

WHEREAS, the ESRA grants to all government officials and employees who rendered election-related service, particularly those appointed by the Commission to serve as Chairperson and Member of the Electoral Boards (EB), as Department of Education Supervisor Official (DESO), and their support staff, a minimum of five (5)-days service credit;

WHEREAS, the ESRA authorizes the Commission to formulate and prescribe rules and regulations to implement the provisions thereof, including the grant of service credit;

WHEREAS, the Commission promulgated Resolution No. 10194 which provides for the implementing rules and regulations of the ESRA, including the grant of service credit to government officials and employees who rendered election-related service;

WHEREAS, Section 16(c) of Resolution No. 10194 provides that a minimum of five (5)-days service credit shall accrue to all government officials and employees who rendered election-related service;

WHEREAS, the Commission, during the 2025 National and Local Elections (NLE) through Minute Resolution No. 24-1032, resolved to approve the increase of the minimum service credit to ten (10) days in recognition that such grant is a just and equitable measure which protects and promotes the rights and welfare of government officials and employees who rendered election-related service, and reflects a more equitable and humane recognition of the extraordinary nature of election service;

WHEREAS, the Civil Service Commission (CSC) is the commission constitutionally mandated to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the Civil Service; adopt plans and programs to promote economical, efficient and effective personnel administration in the government; and enforce rules and regulations for carrying into effect the provisions of the Civil Service Laws and other pertinent laws;

WHEREAS, the Department of Education (DepEd) is the agency of the government that supervises all elementary and secondary education institutions, including their teaching personnel, both public and private; and provides for the establishment and maintenance of a complete, adequate, and integrated system of basic education relevant to the goals of national development;

WHEREAS, the Ministry of Basic, Higher and Technical Education (MBHTE) is the Bangsamoro Autonomous Region in Muslim Mindanao's (BARMM) education ministry, and is primarily responsible for the formulation, planning, implementation, and coordination of the policies, plans, programs, and projects in the areas of formal and non-formal education at all levels, supervise all educational institutions, both public and private, and provide for the establishment, maintenance, and support of a complete, adequate, and integrated system of education relevant and responsive to the needs, ideals, and aspirations of the Bangsamoro People;

WHEREAS, the Commission, in Minute Resolution No. 24-1032, likewise recognizes that the existing policies of the DepEd and CSC on leave privileges, particularly on the grant of a minimum number of days of service credit and their applicability to non-teaching government officials and

employees who rendered election-related service should also be necessarily aligned with the express provision of the ESRA;

WHEREAS, the Department of Budget and Management (DBM), the agency of the government that promotes sound, efficient, and effective management and utilization of government resources, has interposed no objection to the proposed Resolution granting additional service credit to government officials and employees rendering election service;

NOW, THEREFORE, the Commission, by virtue of the powers vested in it by the 1987 Philippine Constitution, the Omnibus Election Code, ESRA, and other related laws, **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following guidelines in the grant of service credits for all government officials and employees rendering election service:

RULE I **SERVICE CREDIT**

SECTION 1. *Definition of Service Credit.* — Service credit refers to the leave credit granted pursuant to the ESRA to qualified government officials and employees in recognition of election service rendered during a regular or special election, plebiscite, initiative, referendum, or recall.

SECTION 2. *Entitlement; Covered Personnel; Minimum.* — Consistent with Section 5 of the ESRA, a minimum of five (5)-day service credit shall accrue to government officials and employees who are appointed or designated by this Commission and who actually rendered election service as: (a) Chairperson or Member of EBs; (b) DESO (or the functional equivalent as may be recognized/designated by this Commission in the exercise of its authority); and (c) their respective support staff, as identified in the official appointment/designation and as certified by this Commission or its authorized representatives.

SECTION 3. *Distinction from Vacation Service Credit.* — The service credit under these Guidelines is distinct from "vacation service credit" under existing DepEd/MBHTE and CSC policies on services rendered during summer/Christmas vacation, weekends, holidays, and teaching overload. Nothing in these Guidelines shall be construed to amend or diminish such benefits.

SECTION 4. *Coverage.* — Beginning the 2025 NLE and for the succeeding electoral exercises, the following number of days of service credit shall be granted to government officials and employees who have issued appointments, and have actually rendered election-related service as such:

- a. Fixed five (5)-day service credit, or service credit equivalent to the total number of days of election-related service rendered but not

exceeding ten (10) days, whichever is higher for services rendered in every special election, plebiscite, initiative, referendum or recall election; and

- b. Fixed ten (10)-day service credit for services rendered in NLEs, including *barangay* and *sangguniang kabataan* elections (BSKEs) and BARMM parliamentary elections (BPEs): *Provided*, That only a total of ten (10) days service credit can be earned for services rendered during the simultaneous conduct of the BPE with any NLE or BSKE.

For the upcoming 2026 BPE, government officials and employees who have earned service credit during the 2025 NLE can further earn a fixed five (5)-day service credit for services rendered during the 2026 BPE.

SECTION 5. *Availment.* – The service credit must be availed within the following periods:

- a. For special elections, plebiscites, initiatives, referenda or recall elections, within three (3) months from the date of election or electoral exercise; and
- b. For NLEs, BSKEs and BPEs, within the same year when the service credit was earned.

For purposes of the 2025 NLE, service credit earned may be availed of within six (6) months from the effectivity of these Guidelines.

SECTION 6. *Applicability.* – The service credit earned may be used to offset absences due to illness or personal reasons, including those related to vacation: *Provided*, That it cannot be claimed as terminal leave.

The service credit earned is over and above regular leave privileges, and thus shall be treated separate and distinct from other leave privileges granted under prevailing laws, rules and regulations.

SECTION 7. *Procedure in the Grant of Service Credit.* – The service credit shall accrue automatically to the claimant, subject to the submission of the documentary requirements in Section 8 hereof, the policy guidelines of the DepEd for public school teachers, MBHTE for public school teachers in the BARMM, and the CSC for other government officials and employees.

SECTION 8. *Documentary Requirements.* – The following documentary requirements shall be submitted by the claimant to the department or agency concerned for the grant of the service credit:

- a. Original or certified true copy of the appointment paper to render election-related service as any of the election workers aforementioned in Section 2 hereof; and
- b. Original certification from the concerned COMELEC official who issued the appointment paper stating that the claimant has actually rendered election-related service, including the specific number of days of service.

SECTION 9. *Commutation and Cumulation.* — The service credit earned is noncommutative and noncumulative, and thus neither convertible to cash nor subject to accumulation.

SECTION 10. *Primary Source of Policy Issuances.* — To ensure consistency with the ESRA, these Guidelines shall be the primary source of the policy issuances of the DepEd for public school teachers, MBHTE for public school teachers in the BARMM, and the CSC for other government officials and employees on the grant of service credit to government officials and personnel who rendered election-related service.

The policy issuances may provide additional rules in the availment of service credit, such as availment in a staggered basis, and prohibition on the availment for certain days/period, among others: *Provided*, That such policies do not contradict these Guidelines.

RULE II RESOLUTION OF CASES

SECTION 11. *Settlement of Issues.* — Issues or conflicts on the availment of service credit under the ESRA shall be referred to the DepEd for public school teachers, MBHTE for public school teachers in the BARMM, and the CSC for other government officials and employees. The policy issuances of the DepEd, MBHTE, and CSC, which must remain consistent with these Guidelines, shall govern.

RULE III EFFECTIVITY AND PUBLICATION

SECTION 12. *Repealing Clause.* — Section 16(c) of Resolution No. 10194 is hereby repealed. All rules and regulations, and resolutions and other issuances of this Commission, or any part thereof, inconsistent with the provisions of this Resolution are hereby repealed, modified, or amended accordingly.

SECTION 13. *Separability Clause.* — If any of the provision of this Resolution is held invalid, the other provisions not affected thereby shall remain in full force and effect.

SECTION 14. Effectivity Clause. — This Resolution shall take effect immediately upon publication in two (2) newspapers of general circulation in the Philippines.

SECTION 15. Publication and Dissemination. — The Education and Information Department shall cause the publication of this Resolution and shall post the same in the COMELEC Website of the Commission, and furnish copies hereof to the DepEd, MBHTE, CSC, DBM, and all field offices of the COMELEC.

SO ORDERED.

GEORGE ERWIN M. GARCIA
Chairman

AIMEE P. FEROLINO
Commissioner

REY E. BULAY
Commissioner

ERNESTO FERDINAND P. MACEDA, JR.
Commissioner

NELSON J. CELIS
Commissioner

MARIA NORINA S. TANGARO-CASINGAL
Commissioner

NOLI R. PIPO
Commissioner

CERTIFICATION

APPROVED for Publication, March 24, 2026.


CONSUELO B. DIOLA
Director IV

Office of the Secretary to the Commission

This Resolution can be verified at this number (02)85272987; email address at comsec@comelec.gov.ph