



Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

Office of the Secretary to the Commission

MEMORANDUM NO. 260394 (Ref No. 0224-26)

FOR: **CHAIRMAN GEORGE ERWIN M. GARCIA**
EXECUTIVE DIRECTOR TEOPISTO E. ELNAS, JR.
DIRECTOR RAFAEL B. OLAÑO
Deputy Executive Director for Operations
DIRECTOR FRANCES CAROLYN M. AGUINDADAO-ARABE
Education and Information Department
DIRECTOR MARTIN B. NIEDO
Finance Services Department

RE: **REQUEST FOR PUBLICATION IN NEWSPAPERS OF
GENERAL CIRCULATION AND POSTING IN THE COMELEC
WEBSITE**

DATE
March 24, 2026

X-----X
Respectfully requesting for publication in newspapers of general
circulation and posting in the COMELEC Website.

FORMAL RESOLUTION NO.	TITLE	DATE OF PROMULGATION
11212	GUIDELINES ON THE GRANT OF SERVICE CREDIT TO GOVERNMENT OFFICIALS AND EMPLOYEES WHO RENDERED ELECTION- RELATED SERVICE	March 24, 2026

For your information/guidance and appropriate action. Thank you.


CONSUELO B. DIOLA
Director IV

CC All Commissioners

- 1) Subject to Resolution No. 2048-A, promulgated on July 1, 1993, deemed confidential and no access therein by the public is authorized.
- 2) "All authorized recipients of any personal data, personal information, privileged information and sensitive personal information contained in this document, including other pertinent documents attached thereto that are shared by the Commission on Elections in compliance with existing laws and rules, and in conformity with the Data Privacy Act of 2012 (R.A. No. 10173) and its Implementing Rules and Regulations, as well as the pertinent Circulars of the National Privacy Commission, are similarly bound to comply with the said laws, rules and regulations relating to data privacy, security, confidentiality, protection and accountability."

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

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:

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

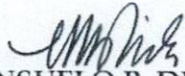
NELSON J. CELIS
Commissioner

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