



Division Memorandum
No. 017, s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Program Supervisors – CID and SGOD
Public Schools District Supervisors/Districts In-Charge
All CID and SGOD Staff/Program Coordinators
Elementary and Secondary School Heads
Division Section Chiefs
This Division

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: **Reiteration of the Guidelines on the Grant of Vacation Service Credits to Teachers**

DATE: January 8, 2019

1. For the guidance and information of the concerned Offices and individuals, this Office issues guidelines on the granting of vacation service credits to teachers.
2. The field is reminded that primarily, service credits are used to offset absences of a teacher due to illness. To offset absences on account of illness, one (1) work day service credit is used to offset one (1) day of absence.
3. The following activities are eligible for the grant of service credits to Teachers:
 - a. Services rendered during registration and election days as long as these are mandated duties under existing laws;
 - b. Services rendered during calamity and rehabilitation when schools are used as evacuation centers;
 - c. Services in connection with the conduct of remedial classes during the summer or Christmas vacation or outside of regular school days (with JUSTIFICATION from the School Head and PSDS that the concerned Teacher shall have to conduct the remedial reading class despite exhaustion of all possible means to develop the reading abilities of the child/children);
 - d. Services rendered in connection with early opening of the school year;
 - e. Services rendered school sports competitions held outside of regular school days;
 - f. Conduct of testing activities held outside of school days; and
 - g. Attendance/participation in special DepEd projects and activities which are short-term in duration such as English, Science and Math Mentors' Training, curriculum writing workshop, planning-workshop, etc., if such are held during the summer vacation or during weekends.



4. On the other hand, the following activities **are not eligible** for the grant of service credits:
- In-service trainings programs fully funded by the government;
 - Assignment to clerical work, such as checking forms and finishing reports commonly required in connection with the opening and closing of classes;
 - Reassignment of teachers to duty in another bureau or office; (detailed in another government office);
 - Assignment in connection with exhibits at a fair;
 - Postponement of a regular teacher's vacation; and
 - Time spent in travelling to and from station to the place where services are rendered.
5. The following are the procedures or steps in the grant of service credits:
- Head of office/School recommends approval of request to render vacation service;
 - Schools Division Superintendent approves/disapproves request;
 - If reason for request is not among those listed above, request should be forwarded to the Regional Director for action if activity is region-wide and to the Central Office through the Regional Director if activity is DepEd-wide. For attendance/participation in DepEd-wide programs and projects, the Central Office shall make the necessary issuances on the grant of vacation service service credits; and
 - Program Coordinators in the Division Office must indicate in their memorandum/s that a service credit/s shall be given to teacher-participants including the number of day/s that will be availed of.**
6. Moreover, the following rules shall also be observed in the grant or use of service credits:
- One work day of vacation service credit is granted for one day (eight hours) of service;
 - The number of days of vacation service credits granted to a teacher shall not exceed 15 work days in one year except in cases authorized by the Secretary upon the recommendation of the Regional Director;
 - Vacation service credits **shall not be granted for services rendered without previous authority;**
 - Teachers on detail in offices or assigned to non-teaching jobs are on vacation-sick leave basis and should not therefore be granted vacation service credits; and
 - The vacation service credits of a teacher who transfers to a non-teaching position may be converted into vacation-sick leave credits and vice-versa.
7. The following documents/requirements shall be accomplished/submitted after completion of vacation service:
- Approved letter-request/Memoranda stating the request for the grant of service credits;
 - In the case of remedial reading classes/sessions, a justification from school head and endorsement from PSDS of the necessity of the session/s despite the efforts already exerted by the concerned Teacher;
 - Accomplishment report with pictures and attendance sheets; and
 - Duly signed DTR/CS Form 48
8. Immediate and widest dissemination of this Memorandum is highly enjoined.
9. For compliance.

Division Memorandum

