



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

August 02, 2021

DIVISION MEMORANDUM

No. 270, s. 2021

**TEACHER(S)-IN-CHARGE (TICs)/CARETAKERS REPORTING GUIDELINES IN SCHOOLS
DURING SUMMER VACATION AND OTHER SUGBUSOG CONCERNS**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors/District-in-Charge
Elementary/Secondary School Heads
All Others Concerned

1. The field is hereby informed that teacher(s)-in-charge and caretakers remain to be under the teaching category based on DBM/CSC index of occupational services or grouping, and their salaries or compensation during summer term/vacation is based on the proportional vacation pay (equivalent) as computed by the Accounting Office.
2. In this view, **TICs and caretakers** are not mandatorily required to report in schools during summer vacation. Thus, district supervisor(s) may assign a cluster school head in the neighboring school or barangay in order for him/her to monitor the school (adjacent area) without a regular/incumbent school so that the enrollment and other activities of the said school during summer vacation will not be hampered. The cluster school (or the district supervisor) needs to visit the school (without a regular school head) once or twice a week in order to check the day-to-day operations of the school.
3. However, if physically reporting to schools by the TICs or caretakers cannot be avoided, they need to log-in the biometrics machines (8 hours must be captured) for **purposes of claiming service credits**. Physically reporting to schools shall only be done twice or thrice a week during summer vacation (until Sept. 3, 2021).
4. In claiming service credits, DTRs and accomplishment reports (including pictures, this memo and the designation order) must be submitted by the TICs or caretakers (in a folder), however, only a **maximum of 10 days (service credits)** shall be given, provided, that the accumulated (total) service credits will not exceed the maximum allowable service credits in accordance to existing CSC regulation **in a given calendar year**. Claims of service credits for Summer 2021 must be filed within 30 calendar days from the opening of classes (after September 13, 2021), after such reglementary period, such claim is considered forfeited.



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5. **District guidance coordinators** who may be required to report in the schools or district offices during summer term/vacation to accomplish reports or facilitate the enrollment shall also be given service credits same with TICs and caretakers.
6. District supervisors or cluster school heads shall take charge in monitoring the schools whose TICs or caretakers cannot report to schools during summer term due to health reasons, long travel or vacation, summer studies/research and other issues in order not to hamper the operation of the schools.
7. With the ongoing SUGBUSOG undertaking or activities, teachers may report to schools in order to take care the plants, clean the schools' surroundings/backyard or garden, in this regard, teachers' reporting to schools shall be done in **rotational basis** (and optional/voluntary only) as agreed by the district supervisor and the school head concerned in every school.
8. Teachers who will report physically to schools during summer term for the SUGBUSOG activities must also log-in the biometric machines (observing the eight-hour CSC reporting requirement).
9. Teachers who physically report to schools during summer vacation may also be given service credits upon submission of the DTRs/biometric print-outs, accomplishment reports, (pictures, and this memo), however, the maximum service credits to be given to teachers for Summer 2021 shall only be up to **five (5) days**, provided that their total or accumulated service credits shall not exceed the maximum allowable service credits to be given in a calendar year as per CSC rules or regulations.
10. Other staff or personnel who are not mandatorily required to physically report to schools during summer vacation (or may report not on a regular working day) but may be required by concerned unit/school heads as the need arises due to SUGBUSOG activities (especially during Saturdays, Sundays or holidays) may also be given service or leave credits based on the actual days served or rendered but **shall not exceed five (5) days (for Summer 2021 only)**.
11. Claiming of service (teaching) or leave credits (nonteaching) shall only apply to days served wherein the employee concerned is physically reporting to schools or on-site. This will not apply for a work-from-home arrangement. For clarifications on the aforementioned concerns and guidelines, please contact this email address: victor.ybanez@deped.gov.ph.
12. Wide dissemination of and **strict compliance of this Memorandum** is hereby **directed**.


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