



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

**Office of the Schools Division
Superintendent**

September 30, 2021

DIVISION MEMORANDUM

No. 408, s. 2021

**CLARIFICATORY GUIDELINES ON THE GRANT OF VACATION SERVICE
CREDITS TO TEACHERS FOR THE SCHOOL YEAR 2020-2021 IN
LIGHT OF THE COVID-19 PANDEMIC**

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

1. The Office hereby disseminates **DepEd Memorandum No. 065, s. 2021 dated 28 September 2021** entitled: "Clarificatory Guidelines on the Grant of Vacation Service Credits to Teachers for the School Year 2020-2021 in Light of the Covid-19 Pandemic". Please refer to the herein enclosure/attachment.

2. Item No. 9 of the above-mentioned memorandum clearly stipulated: (to quote) **"under this Memorandum, the 15-day limitation under DO No. 53, s. 2003 is suspended to allow the teachers to claim service credits exceeding 15 days"** (*bold characters/quotation marks supplied*).

3. Please see the enclosure (attachment) for the other details of the aforecited memorandum.

4. Wide dissemination of and **strict compliance of this Memorandum** is hereby directed.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

vay/sgod/sds/2021



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Enclosure to Div. Memo No. —

S. 2021



Republic of the Philippines
Department of Education

28 SEP 2021

DepEd MEMORANDUM
No. **065**, s. 2021

**CLARIFICATORY GUIDELINES ON THE GRANT OF VACATION SERVICE CREDITS
TO TEACHERS FOR SCHOOL YEAR 2020-2021 IN LIGHT
OF THE COVID-19 PANDEMIC**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. **DepEd Order (DO) No. 53, s. 2003, titled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers,"** provides for the grant of vacation service credits for work beyond regular functions or beyond regular work hours/days where payment of honorarium or overtime pay is not possible.

3. Under DO 53, s. 2003, as supplemented by DO 84, s. 2003, service credits may be granted for the following activities:

- 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 rendered in connection with the conduct of remedial classes during the summer or Christmas vacation or outside of regular school days;
- d. services rendered in connection with early opening of the school year;
- e. services rendered during school sports competitions held outside of regular school days;
- f. services rendered by those who train teachers in addition to their normal teaching loads;
- g. teaching overload not compensated by honoraria;
- h. teaching in nonformal education classes in addition to teaching in formal education classes carrying a normal teaching load;
- i. work done during regular school days if these are in addition to the normal teaching load;
- j. conduct of testing activities held outside of school days; and
- k. 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 or during holidays.

4. In line with the implementation of the Basic Education Learning Continuity Plan (BE-LCP) during the time of the COVID-19 Pandemic and pursuant to **DO No. 007, s.**

2020, titled "School Calendar and Activities for School Year 2020-2021," teachers started rendering service on June 1, 2020 to attend orientation and training activities on distance learning delivery modalities, prepare instructional materials, conduct enrollment activities, and plan the organization of classes despite the deferral of the formal opening of classes. **DO No. 030, s. 2020**, which amended DO No. 007, s. 2020, provided that schools shall formally start the conduct of teaching and learning activities on October 5, 2020 and shall end on June 11, 2021. Likewise, the said Order provided that the days prior to the formal school opening starting September 21, 2020, which are devoted to the pre-opening activities that are essential for the attainment of learning objectives for the school year shall be counted as class days. **DO No. 012, s. 2021**, which amended DO No. 30, s. 2020, adjusted the quarters of the school year and extended the last day until July 10, 2021, to address the learning gaps and give pedagogical time to teachers for the different learning delivery modalities.

5. DO No. 53, s. 2003, as amended, is hereby expanded to recognize the following additional activities for the grant of service credits if done during **weekends or holidays from June 1, 2020 to July 10, 2021, viz:**

- a. orientation and training activities related to the implementation of distance learning delivery modalities, including writeshops;
- b. enrollment activities, including the encoding of the accomplished enrollment form in the Learner Information System (LIS) enrollment module;
- c. activities related to *Brigada Eskwela* and *Oplan Balik Eskwela*;
- d. activities related to *Oplan Kalusugan sa DepEd*;
- e. Mental Health and Psychosocial Support activities;
- f. pre-school opening assignments exploring foundational topics for deepening during the year, orientation of learners on the implementation of the learning delivery modalities and utilization of learners' materials; and
- g. development, quality assurance, production, and delivery of learning materials.

6. The claim for vacation service credits shall be supported by a memorandum or letter of authority from the Schools Division Superintendent and/or the Regional Director, as the case may be; duly signed and approved recommendation/request by the office/school head (Enclosure No. 1); and Individual Daily Log and Accomplishment Report (IDLAR), or other official attendance monitoring mechanisms that are recorded and verifiable. Vacation service credits shall not be granted for services rendered without previous authority.

7. One workday of vacation service credit shall be granted per accumulated eight hours of service rendered.

8. Vacation service credits granted under this Memorandum are used to offset absences of a teacher due to illness or to offset proportional deduction in the vacation salary due to absences for personal reasons or late appointment, in accordance with Civil Service Commission Memorandum Circular (CSC MC) No. 41, s. 1998, as amended by CSC MC No. 9, s. 2012.

9. Under this Memorandum, the 15-day limitation under DO No. 53, s. 2003 is suspended to allow the teachers to claim service credits exceeding 15 days.

10. This Memorandum shall be without prejudice to other benefits and privileges that may be afforded to public school teachers.

11. For any clarifications or inquiries, please contact the **Bureau of Human Resource and Organizational Development-Office of the Director** through email at bhrod.od@deped.gov.ph.

12. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:
As stated



References:

DepEd Order: (Nos. 53, s. 2003; 84, s. 2003; 007, s. 2020; 030, s. 2020; and 012, s. 2021)
Civil Service Commission Memorandum Circular No. 41, s. 1998 as amended by CSC MC No. 9, s. 2012

To be indicated in the Perpetual Index
under the following subjects:

AMENDMENT
BENEFITS
CLASSES
LEAVE
POLICY

RULES AND REGULATIONS
SCHOOLS
SERVICE
TEACHERS

SMMA/APA, DM Clarificatory Guidelines on the Grant of Vacation Service Credits
0257 - September 9/10, 2021

(Enclosure No. 1 to DepEd Memorandum No. **065**, s. 2021)



Recommendation/Request for Vacation Service Credits

[Date]

[NAME OF SCHOOLS DIVISION SUPERINTENDENT]

[Designation]

[Name of Office]

[Address]

Dear [Name of SDS]:

This is to certify that the following teaching personnel have rendered services during weekends and/or holidays from June 1, 2020 to July 10, 2021, on the following eligible activities as enumerated under DO No. 53, s. 2003, as amended by DO No. 84 and DM No. __:

Name	Position	Activities / Dates	No. of Hours of Service Rendered	No. of VSC (to be filled out by the School HRMO or school head)

Attached are the relevant memoranda or letters of authority, Individual Daily Log and Accomplishment Report (IDLAR), duly signed Daily Time Record (DTR)/CS Form 48, or other official attendance monitoring mechanisms that are recorded and verifiable for your perusal.

We hope this request merits your favorable action.

Very truly yours,

[NAME OF SCHOOL HEAD / PROPONENT]

[Position]

VERIFIED BY:

APPROVED BY:

[NAME OF DIVISION HRMO]

[Designation]

**[NAME OF SCHOOLS DIVISION
SUPERINTENDENT]**

[Position]

Enclosure 2



Republic of the Philippines
Department of Education

30 SEP 2021

DepEd MEMORANDUM

No. **067**, s. 2021

AMENDMENT TO DEPED MEMORANDUM NO. 065, S. 2021

(Clarificatory Guidelines on the Grant of Vacation Service Credits to Teachers
for School Year 2020-2021 In Light of the COVID-19 Pandemic)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd) issued DepEd Memorandum (DM) No. 065, s. 2021 providing Clarificatory Guidelines on the Grant of Vacation Service Credits to Teachers for School Year 2020-2021 In Light of the COVID-19 Pandemic. **Item 7 of DM 065, s. 2021** is amended to read as follows:

"7. One hour of service rendered during weekends and holidays shall be equivalent to 1.5 hours for purposes of computing the service credit."

2. For any clarifications or inquiries, please contact the **Bureau of Human Resource and Organizational Development-Office of the Director** through email at bhrod.od@depd.gov.ph.

3. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Reference:

DepEd Memorandum (No. 065, s. 2021)



To be indicated in the Perpetual Index
under the following subjects:

BENEFITS
CHANGE
CLASSES
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JDMC/APA DM Addendum to DepEd Memorandum No. 065, s. 2021
0286 – September 30, 2021