



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

October 2, 2023

DIVISION MEMORANDUM
No. **508** , s. 2023

**CLARIFICATION ON THE GRANT OF VACATION SERVICE CREDITS
FOR 2023 BRIGADA ESKWELA AND NATIONAL LEARNING CAMP**

To: Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. Pursuant to DepEd Order 21, s.2023 and DepEd Order 14, s. 2023, titled "2023 Brigada Eskwela Implementing Guidelines" and "Policy Guidelines on the Implementation of the National Learning Camp," respectively, this Office issues the following clarification on the grant of vacation service credits for services rendered for the said activities.

a) For Brigada Eskwela:

- i. Teaching personnel shall be entitled to earn vacation service credits arising from their active involvement as members of the school Brigada Eskwela working committees and/ or voluntary services in the Brigada Eskwela activities. **Teachers shall earn one-day service credit for accumulated eight hours of service as committee members and/or volunteers in the school preparation and partnership engagement activities, but not to exceed the total of six days' service credits.** The computation of the service credits to teachers shall be in consonance with DO 53, s. 2003 titled "Updated Guidelines on Grant of Vacation Service Credits to Teachers," particularly Item No. 1-d sub-items d and k and Item. No. 1-f.
- ii. Likewise, non-teaching personnel shall be granted Compensatory Time-Off (CTO) for all **services rendered during weekends** as members of the Brigada Eskwela working committees and/ or voluntary services in the BE activities. Eight hours of accumulated services are equivalent to one day CTO.
- iii. Documentary requirements per Division Memorandum No. 14, s. 2020 (MOVs/ACRs and other documents) for Brigada Eskwela service credit request shall be validated by the Division BE Focal Person to ascertain the actual number of service hours rendered per day.
- iv. Once validated, the Administrative Office shall facilitate the issuance of special orders for the approval of the VSC.

b) For National Learning Camp (NLC):




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- i. All teachers involved in these NLRP-related EOSY break activities shall be granted vacation service credits for the services rendered during the NLC. **One (1) workday of vacation service credit shall be granted per accumulated eight (8) hours of service rendered**, as certified by their respective School Heads. **The number of service credits authorized is exclusive of the fifteen (15) days maximum vacation service credits allowed as stipulated in DO 53, s. 2003.**
 - ii. All teachers who participated in the NLC shall no longer submit documentary requirements to the Administrative Office. The CID Education Program Supervisors in charge of the program shall facilitate the approval of the VSC of teachers in close coordination with the Administrative Officer V.
2. School heads are reminded to scrutinize the validity of the request and timeline of activities before certifying and endorsing the VSC request to the Division Office. It's important to note that if a teacher participates in BE and NLC simultaneously, the service credit requests will be automatically disapproved.
 3. Administrative Officers II are also instructed to check the completeness of documents and validity of the vacation service credit request prior to submission to the Administrative Office.
 4. All vacation service requests for eligible activities under DepEd Order 53, s. 2003 should be submitted within one (1) year, reckoning the date of the activity. Failure to comply with the submission cut-off date will result in the disapproval of requests. (DM No. 86, s. 2018)
 5. Immediate dissemination of this Memorandum is directed.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

Encl.: As stated
AOAS/10-94-23

