



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

February 21, 2025

DIVISION MEMORANDUM

No. 140, s. 2025

**REVISED GUIDELINES ON THE GRANT OF VACATION SERVICE
CREDITS FOR TEACHERS**

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Division Unit Heads
Public Elementary and Secondary School Heads
Elementary and Secondary Administrative Officers II
All Others Concerned

1. Pursuant to the attached DepEd Order No. 013, s.2024, titled Revised Guidelines on the Grant of Vacation Service Credits for Teachers, this Office underscores the policies and guidelines stipulated therein.

2. Anent thereto, the following guidelines and procedures shall be adhered to for the processing of requests for the grant of vacation service credits for public school teachers in the Division of Pampanga:

I. General Guidelines

1. For purposes of computing Vacation Service Credits:
 - a. For eligible activities/ circumstances performed beyond regular work hours during school days, one (1) hour of service rendered shall be equivalent to 1.25 hours of Vacation Service Credits;
 - b. For eligible activities conducted during Christmas, summer/long vacation, weekends, and holidays, one (1) hour of service rendered shall be equivalent to 1.5 hours of Vacation Service Credits and
 - c. One (1) hour of teaching overload shall be equivalent to 1.25 hours of Vacation Service Credit.
2. The number of days of Vacation Service Credit granted to teachers in a year, exclusive of the number of days of converted teaching overload due to insufficiency of funds, shall be based on the following:
 - a. Incumbents with one (1) or more years of service shall be entitled to not more than thirty (30) days of Vacation Service Credits for one calendar year.
 - b. New hires for the current year with appointments issued less than four (4) months after the first day of classes shall likewise be entitled to not more than thirty (30) days of Vacation Service Credits for one calendar year.



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- c. New hires with late appointments for the current year shall be entitled to not more than forty-five (45) days of Vacation Service Credits for one calendar year. Late Appointments are appointments issued four (4) months after the first day of classes. For succeeding years, Section I.A Item 2.a shall apply.
3. Teachers reassigned to perform non-teaching functions, including those who are designated as Teacher-in-Charge (TIC) with teaching load, shall earn Vacation and sick leave credits only.
4. Vacation Service Credits **shall not be granted for services rendered for eligible activities without the approved authority by the Schools Division Superintendent (SDS)** or the authorized approving authority as subsequently stated in this issuance.
5. The use of Vacation Service Credits shall only be limited to absences related to illness or to offset proportional deduction in vacation pay due to absences for personal reasons or late appointments for the computation of Proportional Vacation Pay.
6. Only teachers who completed the eligible activities shall be granted full Vacation Service Credits. However, for those who have not completed the eligible activity, the grant of Vacation Service Credit shall be based on the actual hours/ days of rendered service (Refer to Annex A or B of DO No. 13, s. 2024).
7. The Vacation Service Credits earned for teaching overload shall be **exclusive of the thirty (30) days limitation under this DepEd Order.** (Refer to Annex C of DO No. 13, s. 2024 for the computation).
8. Vacation Service Credits shall be granted for the following activities/ circumstances:
 - a) Services rendered in connection with the conduct of remedial/ enhancement classes during weekends, summer /long Vacation, Christmas vacation, or outside of regular school days;
 - b) Services rendered in connection with the early opening of the school year, i.e., Brigada Eskwela, Oplan Balik Eskwela, Enrollment
 - c) Services rendered during school sports competitions (including divisional, regional, and national), youth formation, and scouting activities in all levels held outside of regular school days;
 - d) Teaching overload not compensated by teaching overload pay (excluded by the thirty (30) day limitation);



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- e) Conduct of DepEd testing and assessment activities held outside of school days;
 - f) Attendance/participation in trainings, seminars, and special DepEd projects and activities **which are fully funded, partnered with DepEd**, and are short-term in duration, such as English, Science, Math, and other learning areas Mentors' Training, curriculum writing workshop, planning workshop, and alike, if such are held during weekends, holidays, Christmas, and summer /long Vacation;
 - g) Services rendered on teaching-related, and learning and development programs, and activities (School, Division, Region, National) conducted during weekends, holidays, Christmas, and long Vacation;
 - h) Services rendered before, during, and after a calamity when schools are being used as evacuation centers;
 - i) Services rendered during registration and election days as long as these are mandated under existing laws;
 - j) Conduct of conference with parents and home visits performed beyond regular work hours;
 - k) Coaching, mentoring, and provision of technical assistance of Master Teachers assigned as class advisers conducted outside regular working hours; and
 - l) Teachers who are performing teaching-related assignments performed beyond regular working hours as defined by other applicable DepEd issuances.
9. Vacation Service Credits **shall NOT** be granted for the following activities/circumstances, considering it is already compensated during regular working hours:
- a) In-service training programs fully funded by the government, task/ assignments in connection with exhibits at a fair, and counseling, mentoring, and coaching of students performed during weekdays not exceeding the regular school official time since it is compensated during regular working hours;
 - b) Accomplishing and/ or checking of forms and reports commonly required in connection with the opening and closing of classes (i.e., Submission of Year-End reports, preparation of School Form (SF7);
 - c) Teachers performing tasks other than teaching as a result of designation or reassignment;
 - d) Time spent in traveling to and from the workstation in view of official travel such as trainings, conferences, seminars, and workshops; and
 - e) Conduct of research, either personal and/ or government-funded.

A. Proportional Vacation Pay (PVP)

1. Teachers shall not be entitled to the usual Vacation and sick leave credits but to PVP. The total PVP earned by teachers shall be computed in proportion to
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the number of days which they have served during the school year and shall be the basis of their salary during Vacation.

In the computation of the PVP, the accrued Vacation Service Credits of teachers may be used to offset the absences due to illness or deductions due to absences for personal reasons or late appointments.

2. Female teachers availing of maternity benefits shall receive both PVP and maternity benefits if the period of delivery occurs during the long Vacation (e.g., Christmas and school breaks).
3. Teachers designated as TIC shall not be entitled to PVP but shall receive regular monthly salary like non-teaching personnel.
4. Newly hired teachers who have rendered more than one (1) month of service are entitled to PVP even if they were hired in the middle of the school year. Their salary shall be computed based on the effectivity of their appointment and the basis of the reckoning date of summer /long vacation days they have earned in a school year.
5. A teacher who transferred to non-teaching service or who resigned from government service on any day within ten (10) days before the end of the school year is entitled to PVP in as much as his/her right thereto has already accrued.
6. A teacher who retired or died on any day within ten (10) days before the end of the school year shall be entitled to PVP, subject to the computation provided by DepEd. The total days rendered shall be until the last day of service of the retired or deceased teacher.

II. Procedures on the Grant of Vacation Service Credits

To streamline the processing of Vacation of service credits to teachers, all requests shall be submitted online using the school's deped email address through this link: https://bit.ly/SDOP_Request_VSC.

A. For Eligible Activities

Steps	Division Focal Person
<p><u>Before the conduct of the activity:</u></p> <p>1) Through the program focal person, the Division Chief or School Head submits a written request to the Schools Division Superintendent (SDS) or Regional Director (RD), specifying the eligible activity, duration, and number of days.</p>	<p>a. Remedial/ Enhancement classes - CID English/Math/Filipino Supervisor</p> <p>b. Brigada Eskwela (BE) – SGOD SocMob SEPS</p> <p>c. Oplan Balik Eskwela (OBE) – Admin. Officer V</p> <p>d. Enrollment – SGOD Planning Officer III</p>
<p>2) The SDS approves requests for school, district, or division-level activities, while the RD approves region-wide activities.</p>	<p>e. Sports Competitions – SGOD Supervisor</p> <p>f. Youth Formation – SGOD PDO I</p> <p>g. Scouting – SGOD SocMob SEPS</p> <p>h. Teaching Overload – CID Chief</p>



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	i. DepEd Testing and Assessment – CID Supervisor (Mathematics) j. Seminars/Training – SGOD HRDS SEPS k. Calamity – SGOD DRRMO l. Registration and Election Days (Local & National) – Administrative Officer V
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A.1 Documentation and Submission

Steps	Document/ Requirements	Person In-charge
<p><u>After the conduct of the activity:</u></p> <p>1) Upon completion of the activity, the School Head submits the complete documents/requirements to the SDS through the Administrative Officer V through this link:</p>	<p>Scanned copy of the following duly signed by proper authorities:</p> <ul style="list-style-type: none"> ✓ Transmittal (Enclosure A) ✓ VSC Checklist of Requirements (Enclosure B) 	School Head
<p>2) The School Head will consolidate and submit the documents/requirements to the Schools Division Superintendent through the AOV for approval within one (1) month after the completion of the activity.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. <i>Submission of request beyond one month after the completion of the activity shall result in the disapproval of the request.</i> 2. <i>Submission of VSC request with incomplete documents/requirements shall be grounds for disapproval of the request.</i> 3. <i>Documents for compliance submitted beyond the specified date per endorsement from the Division shall be grounds for disapproval of the request.</i> 4. <i>Submission of documents without prior authority from the SDS if not stated in the Memorandum.</i> 5. <i>Submission of documents/requirements with inconsistencies or discrepancies.</i> 6. <i>Only teachers shall be entitled to VSC.</i> 	<ul style="list-style-type: none"> ✓ Daily Time Record (DTR) or CSC Form 48 ✓ Accomplishment Report ✓ Mode of Verification such as certificate of attendance/ completion or other official attendance monitoring mechanisms that are recorded and verifiable ✓ Memorandum or letter of authority from the SDS or RD. 	School Head



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3) AOV shall prepare the Special Order (SO) indicating the list of eligible teachers and the number of earned Vacation Service Credits based on the actual number of days teachers have attended to be approved by the SDS.		AO V/Admin Staff
4) AOV will send the released copy of the SO (Annex D / E) to the school's email address as indicated in submitted Enclosure A.		AO V/Admin Staff
5) Once approved, the Personnel Unit shall record the earned Vacation Service Credits in the Employee's Leave Card.		HRMO II/HR Staff
6) A copy of the teacher's leave cards shall be requested by the Division's HRMO II and filed in the school for reference when filing for leave of absence.		AO II/ADAS/School Head

B. Teaching Overload

Steps	Person In-charge
<u>Shall be accomplished and submitted quarterly:</u>	
1) The following documents/ requirements shall be accomplished and submitted quarterly (scanned): <ul style="list-style-type: none"> ✓ Transmittal (Enclosure A) ✓ VSC Checklist of Requirements (Enclosure B) ✓ Daily Time Record (DTR) or CSC Form 48 ✓ School Form 7 (SF 7) (photocopy) ✓ Certification on Teaching Overload signed by the HRMO II (DO No. 5, s. 2024) (original) ✓ Certification of insufficiency of funds for Teaching Overload signed by the Budget Officer III (original) 	School Head
2) AOV shall prepare the Special Order (SO) (Annex F) indicating the list of eligible teachers and the number of earned Vacation Service Credits based on the actual number of days teachers have attended to be approved by the SDS.	AO V/Admin Staff
3) AOV will send the released copy of the SO to the school's email address as indicated in submitted Enclosure B.	AO V/Admin Staff
4) Once approved, the Personnel Unit shall record the earned Vacation Service Credits in the Employee's Leave Card.	HRMO II/HR Staff



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5) A copy of the teacher's leave cards shall be requested to the Division's HRMO II and filed in the school for reference when filing for leave of absence.	AO II/ADAS/School Head
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C. Use and Availment of Vacation Service Credits

1. The accumulated Vacation Service Credits may be used for absences due to illness or offset proportional deduction in vacation salary due to absences for personal reasons or late appointments.
2. The School Head shall recommend the approval or disapproval of the application, which will be approved by the Assistant Schools Division Superintendent.
3. The Division HRMO shall process the leave request by filling up item no.7A Certification of Leave Credits of the Leave Form reflecting the following:
 - a. Number of accrued Vacation Service Credits as to date;
 - b. Number of Vacation Service Credits to be used due to illness or offset proportional deduction in vacation salary due to absences for personal reasons or late appointments; and
 - c. Number of remaining Vacation Service Credits less the filed leave application.
4. For teachers applying for leave due to illness that **exceeds five (5) consecutive days, the application shall be accompanied by a medical clearance/ certificate.** In case medical consultation was not availed of, a notarized affidavit should be submitted by the teacher applying for leave.
5. The teachers shall indicate in their CS Form 48 or the DTRs the remarks for absences incurred as follows:

Reason for Absence	Remarks
Illness	VSCA (Vacation Service Credits Applied)
Personal Reason	VSC to offset PVP deduction

6. The School Head/Administrative Officer II shall regularly update the teachers on the number of their accrued Vacation Service Credits by coordinating with the Division HRMO II.
7. To monetize the Vacation Service Credits of teachers, unused Vacation Service Credits shall be converted into vacation-sick leave credits, subject to availability of funds. After monetization, the remaining vacation-sick leave credits shall be converted back to Vacation Service Credits.
8. The Vacation Service Credits of a teacher who transferred or reassigned to a non-teaching position shall be converted into Vacation-Sick Leave Credits and vice versa.



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9. Terminal leave benefits shall be granted to teachers with unused Vacation Service Credits who resigned, retired, or separated from the service and shall be paid the monetized value of their unused Vacation Service Credits converted to Vacation-Sick Leave Credits.

III. Other Applicable Rules

1. Requests for vacation service received in this Office prior to the issuance of this Memorandum shall be processed using the previous forms.
2. Vacation Service Credits shall not be granted for services rendered for eligible activities without the approved authority **by the Schools Division Superintendent (SDS)** or the authorized approving authority as subsequently stated in this issuance.
3. All teachers who rendered services during the **Local and National Election (Calendar Year 2023 – CY 2002) and the Census of Population and Housing** and have not yet submitted their documents for VSC approval are given a **final opportunity to submit their request with complete requirements until March 3, 2025**, for evaluation and processing. Please note that failure to meet this deadline will result in the disapproval of requests, and **no extensions will be granted for late submissions**.
4. Access to the submission form for VSC requests will be limited to the school's DepEd email address (see Enclosure B). Schools that have not yet received their DepEd email address are requested to submit their official school email address to the Administrative Officer immediately.
5. Schools shall direct all inquiries through email to ensure efficient communication regarding VSC concerns. The release of the Special Order for the VSC grant will also be emailed to the school.
6. The School Head shall strictly adhere to and implement this guideline and shall inform the teachers regarding the new procedures for granting vacation service credits.
7. Submitted requests with incomplete and deficient requirements shall be grounds for disapproval.
8. The School Head will consolidate and submit the documents/requirements to the Schools Division Superintendent for approval within one (1) month after the completion of the activity. **Submission beyond one (1) month after the completion of the activity shall be grounds for disapproval of the request.**
9. In case the request for VSC is returned for compliance, failure to submit the required compliance documents by the specified deadline may result in disapproval.



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4. The templates and other references may be downloaded at this link:
https://bit.ly/SDOP_VSC_Templates.

5. Immediate dissemination and strict compliance with this Memorandum are desired.


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

AOAS/02-012-25

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FEB 21 2025




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INSERT HEADER HERE

Date

THE SCHOOLS DIVISION SUPERINTENDENT

DepEd Schools Division of Pampanga

Through: The Administrative Officer V
Administrative Services

Subject: Request for the Grant of Vacation Service Credits of Teachers of (School Name), District

The following teacher/s of **(Name of School), (District/Cluster)** is hereby requested for grant of vacation service credits for services rendered during **(Title of Activity)** per **(Memorandum)** from **(Date)** to **(Date)**.

No.	Teacher			Position	Inclusive Dates		No. of Hours Served	No. of VSC Granted
	Lastname	Firstname	Middlename		From	To		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Romeo M. Alip, PhD, CESO V
Schools Division Superintendent

Note: Approval is subject to the following provisions:
DepEd Order No. 13, s. 2024, Paragraph V (A), Item 2:
The number of days of Vacation Service Credit granted to teachers in a year, exclusive of the number of days of converted teaching overload due to insufficiency of funds, shall be based on the following:
a. Incumbents with one (1) or more years of service shall be entitled to not more than thirty (30) days of Vacation Service Credits for one calendar year.
b. New hires for the current year with appointments issued less than four (4) months after the first day of classes shall likewise be entitled to not more than thirty (30) days of Vacation Service Credits for one calendar year.
c. New hires with late appointments for the current year shall be entitled to not more than forty-five (45) days of Vacation Service Credits for one calendar year. Late Appointments are appointments issued four (4) months after the first day of classes. For succeeding years, Section V.A Item 2.a shall apply.

Copy furnished:
School Head
HRMO II

**CONVERSION OF VACATION SERVICE CREDIT PER HOUR
FOR ELIGIBLE ACTIVITIES/CIRCUMSTANCES PERFORMED
BEYOND REGULAR WORK HOURS DURING SCHOOL DAYS**

Hours	Vacation Service Credit $[(\text{Hours}/8)1.25]$
1	0.156
2	0.313
3	0.469
4	0.625
5	0.781
6	0.938
7	1.094
8	1.500

CONVERSION OF VACATION SERVICE CREDIT PER HOUR

**FOR ELIGIBLE ACTIVITIES DURING WEEKENDS, HOLIDAYS,
CHRISTMAS AND SUMMER/LONG VACATION**

Hours	Vacation Service Credit $[(\text{Hours}/8)1.5]$
1	0.188
2	0.375
3	0.563
4	0.750
5	0.938
6	1.125
7	1.313
8	1.500

CONVERSION OF VACATION SERVICE CREDIT PER HOUR

CONVERSION OF TEACHING OVERLOAD TO VACATION SERVICE CREDITS

Hours per Week	Vacation Service Credits Per Week [(Hours/8)1.25]	Per Month (4 weeks) (VSC per week X 4)	Per School Year (10 Months) (VSC per month x 10)
1	0.156	0.625	6.250
2	0.313	1.250	12.500
3	0.469	1.875	18.750
4	0.625	2.500	25.000
5	0.781	3.125	31.250
6	0.938	3.750	37.500
7	1.094	4.375	43.750
8	1.250	5.000	50.000
9	1.406	5.625	56.250
10	1.563	6.250	62.500