



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

February 18, 2025

DIVISION MEMORANDUM

No. 142, s. 2025

**GRANT OF VACATION SERVICE CREDITS AND COMPENSATORY TIME OFF
FOR EARLY REGISTRATION SY 2025-2026**

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

1. Pursuant to DepEd Order 03, s. 2018, "**Basic Education Enrollment Policy**", and DO 09, s. 2024, "**Implementing Guidelines on the School Calendar and Activities for the School Year (SY) 2024-2025**", and Division Memorandum 070, s. 2025, "**Addendum on the Early Registration of Learners for School Year 2025-2026**" this Office issues the following guidelines and clarifications on the grant of vacation service credits and compensatory time off for services rendered for the said activity.

2. **Grant of Vacation Service Credits (VSC) and Compensatory Time Off (CTO):**

a) For Early Registration Activities:

i. Teaching and non-teaching personnel who actively participate in the early registration activities shall be entitled to earn vacation service credits and compensatory time off. One (1) day of service credit shall be granted for every accumulated eight (8) hours of service rendered, not exceeding four (4) days of service credits.

ii. The computation of VSC and CTO shall adhere to DepEd Order 53, s. 2003, "Updated Guidelines on the Grant of Vacation Service Credits to Teachers," particularly Item No. 1-d sub-items d and k, and Item No. 1-f.

iii. Documentary requirements such as DTR, accomplishment reports, Transmittal (Enclosure A), and certification from the school head shall be submitted to the Division Office for validation and approval.

iv. School Heads must certify the rendered services before submission to the Division Office.

v. Only school personnel who accomplished the link based on Division Memorandum No. 370, s. 2024 on or before February 25, 2025, shall be considered for vacation service credits and compensatory time off.



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3. Validation and Processing:

a) The Planning and Research Unit shall validate all vacation service credit requests upon verification and endorsement by the School Heads and Public Schools District Supervisors.

b) Submission of the required documents shall be done through the provided link and QR code. Only signed documents will be considered valid; unsigned documents will automatically be deemed invalid.

NOTE: FOR THE TRANSMITTAL (Enclosure A), UPLOAD THE FILE IN AN **EXCEL FORMAT** ONLY.

<https://tinyurl.com/EarlyRegRequest>



c) Sample templates of Transmittal (Enclosure A), Individual Accomplishment Reports and Certification of School Heads can be downloaded from this link and QR code

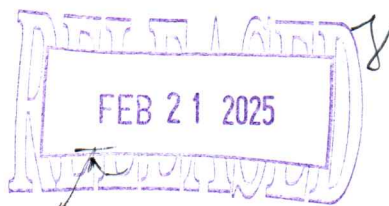
<https://tinyurl.com/EarlyRegDocs>



d) Requests for VSC and CTO shall be subject to the submission of the complete documentary requirements within one (1) month from the date of the activity. Requests submitted beyond the cut-off period shall not be entertained. **Deadline of online submission will be on March 14, 2025.**

4. Immediate dissemination of this Memorandum is directed.

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Schools Division Superintendent

Encl.: As stated