



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

October 24, 2025

DIVISION MEMORANDUM

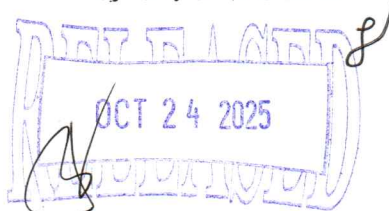
No. 654, s. 2025

**DISSEMINATION OF DEPED MEMORANDUM DM-OUHROD-2025-2949 RE:
VACATION SERVICE CREDITS FOR VOLUNTARY PARTICIPATION IN
PROFESSIONAL DEVELOPMENT ACTIVITIES DURING THE MIDYEAR BREAK**

To: Heads of Public Elementary and Secondary Schools
Public School Teachers
All Others Concerned

1. Attached herewith is a copy of **DepEd Memorandum DM-OUHROD-2025-2949**, titled "**Vacation Service Credits for Voluntary Participation in Professional Development Activities During the Midyear Break**" dated October 23, 2025, issued by the Office of the Undersecretary for Human Resource and Organizational Development (OUHROD).
2. This national issuance recognizes the dedication of teaching personnel who voluntarily engage in pre-approved professional development programs or other DepEd-initiated activities during the declared Midyear Break from October 27 to 30, 2025, and provides for the grant of Vacation Service Credits (VSC) as a form of acknowledgment for their rendered.
3. All requests for Vacation Service Credits (VSC) by teachers through their school heads/school non-teaching personnel in connection with the above DepEd Memorandum shall be processed in accordance with the provisions of Division **Memorandum No. 140, s. 2025, "Revised Guidelines on the Grant of Vacation Service Credits for Teachers."** Accordingly, the prescribed forms, timelines, and documentary requirements outlined under DM No. 140, s. 2025 shall be strictly observed by all schools in submitting their requests online to the Administrative Services for validation and processing.
4. School Heads are enjoined to disseminate this memorandum to all teaching personnel and ensure that all submissions are complete, properly endorsed, and in compliance with the existing Division and National guidelines on the granting of Vacation Service Credits.
5. For information, guidance, and strict compliance.

00063621



AOAS/10-064-25


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



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-2949

TO : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL SCHOOL HEADS

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : **VACATION SERVICE CREDITS FOR VOLUNTARY PARTICIPATION IN PROFESSIONAL DEVELOPMENT ACTIVITIES DURING THE MIDYEAR BREAK**

DATE : October 23, 2025

In line with the declaration of the Midyear Break from October 27 to 30, 2025 as a Wellness Break for teachers, and in recognition of the commitment of teaching personnel to continuous professional growth and development, Vacation Service Credits (VSC) shall be granted to teachers who voluntarily participate in pre-procured and pre-planned professional development programs as well as other DepEd activities during the said period.

Teachers who attend these activities voluntarily shall be granted 1.5 days VSC per eight (8) hours of rendered services, inclusive of the maximum limitation under DepEd Order 13, s. 2024, provided that the activities are pre-approved activities conducted by the Central Office, Regional Office, or Schools Division Offices (SDO). These activities may include training or professional development, planning or policy workshops, output-based activities such as writeshops, and other such approved activities that teachers were requested to attend and which are aligned with the Department's strategic initiatives or professional development goals.

This aims to acknowledge the dedication of teachers who choose to engage in professional development during their break and ensures that their efforts are duly compensated. All concerned are enjoined to ensure proper documentation and

submission of attendance and activity reports to facilitate the granting and processing of VSCs.

For your guidance and compliance.

Copy furnished:

OFFICE OF THE SECRETARY
osec@deped.gov.ph