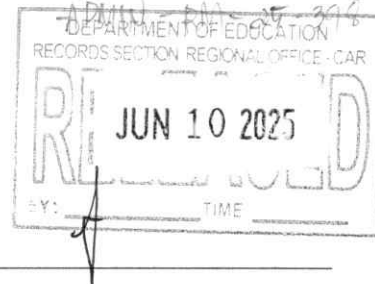




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



09 June 2025

REGIONAL MEMORANDUM

No. **390.2025**

**REITERATION ON THE GRANT OF VACATION SERVICE CREDITS FOR
TEACHERS**

To: Assistant Regional Director
Schools Division Superintendents
All Divisions
All Others Concerned

1. As the mandatory 30-day vacation period for teachers has officially concluded and preparations for the upcoming school year—such as the conduct of **Brigada Eskwela**, which commences today, and the enrollment period—are set to begin, it is timely to reiterate the provisions of **Department of Education Order No. 13, s. 2024**, or the *Revised Guidelines on the Grant of Vacation Service Credits for Teachers*. This issuance aims to ensure that all concerned personnel are properly guided on the appropriate documentation, eligibility requirements, and conditions under which vacation service credits may be granted.

2. **Item V.A.8 of DepEd Order No. 13, s. 2024** outlines the activities/circumstances eligible for the grant of vacation service credits, as follows:

- a. *Services rendered in connection with the conduct of remedial/enhancement classes during weekend, 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);*
- 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.

3. **Item V.A.9** enumerates activities **not eligible** for vacation service credits, such as:

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 (SF) 7);

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.

4. **Grant and Computation of Proportional Vacation Pay (PVP)** are governed by Item V.B of the Order. Teachers are entitled to PVP in proportion to days served. Notable points:

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 due to 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 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 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.

5. Since public school teachers are not entitled to the usual vacation and sick leave credits but instead receive Proportional Vacation Pay (PVP), their length of service during the school year affects the total PVP they receive. In cases of personal absences or late appointments, teachers may need to offset such absences using vacation service credits (VSCs) to avoid or reduce deductions from their PVP. The table below indicates the maximum number of vacation service credit days that may be earned, based on the timing of their appointment:

Appointment Category	Maximum Number of Vacation Service Credit Days to be Earned in a Year
Incumbents with one (1) or more years of service	Up to 30 days
New hires for the current year (with appointments issued less than 4 months after the first day of classes)	Up to 30 days
New hires with late appointments (with appointments issued 4 months or more after the first day of classes)	Up to 45 days

6. Procedures for granting Vacation Service Credits:

For Eligible Activities:

Step	Process	Responsible Person
1	Prepare a written request indicating the eligible activity, number of days and duration of the proposed activity.	Division Chief or the School Head through the program focal person
2	Approve requests at SDO/RO level	SDO: Schools Division Superintendent RO Level: Regional Director
3	Consolidate and Submit documents/requirements <ul style="list-style-type: none"> Duly accomplished DTR Accomplishment report Proof of participation, such as a certificate of attendance/completion or other verifiable attendance records; Memorandum/Letter of authority 	School Head
4	Prepare Special Order	HRMO/Personnel-in-charge
5	Record earned credits in the leave ledger	HRMO/Personnel-in-charge

Conversion Rates:

Circumstance	Hour Rendered	Equivalent VSC
Beyond working hours	1 hour	0.156 VSC(1.25/ 8 hrs.)
During weekends/holidays/vacation	1 hour	0.188 VSC(1.5/ 8 hrs)
Teaching overload	1 hour	0.156 VSC(1.25/ 8 hrs)

For Teaching Overload:

Step	Process	Responsible Person
1	Submit duly accomplished DTR, SF7, certification on teaching overload, and certification of insufficient funds for Teaching Overload. Submission shall be done quarterly.	School Head
2	Prepare Special Order	HRMO/Personnel-in-charge
3	Record earned credits in leave ledger	HRMO/Personnel-in-charge

7. **Use and Availment of Vacation Service Credits:**

Step	Process	Person responsible
1	File CS Form 6 leave application	Teacher
2	Recommend/approve leave	School Head
3	HR processes leave and updates credits	HRMO/Personnel-in-Charge
4	Regular updates on VSC balance	HRMO/Personnel-in-Charge

Remarks in DTRs:

Reason

Illness

Personal

Remarks

VSCA (Vacation Service Credits Applied)

VSC to offset PVP deduction

8. For complete details and further guidance, concerned personnel are advised to refer to DepEd Order No. 13, s. 2024, titled **Revised Guidelines on the Grant of Vacation Service Credits for Teachers**, which may be accessed through the official DepEd website.

9. For information, guidance and compliance.

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/ Regional Director

ASD/PS/msc