

Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
 DAGUPAN CITY



Division Memo No. 930 s. 2018

RELEASED
 DEFED
 DATE: 17-18-18
 BY: B:26
 JN# 2504

To : **Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 School Principals/Heads
 Teachers (Public Elementary and Secondary Schools)**

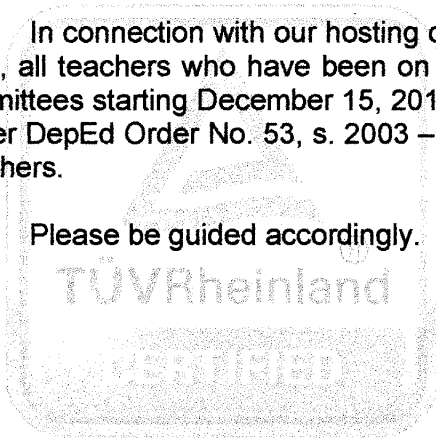
From : **Office of the Schools Division Superintendent**

Date : **December 17, 2018**

Subject: **Grant of Service Credit for Work Force of 2018 REGIONAL FESTIVAL OF TALENTS (RFOT)**

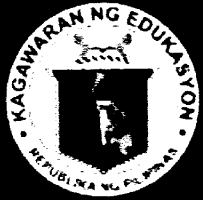
In connection with our hosting of the Regional Festival of Talents (RFOT) on December 18, 2018, all teachers who have been on duty as focal persons, chairs and members of the working committees starting December 15, 2018 (start of Christmas vacation) are entitled to service credits as per DepEd Order No. 53, s. 2003 –Updated Guidelines on Grant of Vacation Service Credits to Teachers.

Please be guided accordingly.



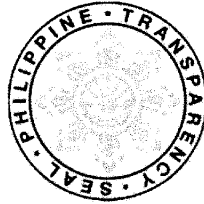
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DR. LORNA G. BUGAYONG, CESO VI
 Schools Division Superintendent



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION

([HTTP://WWW.DEPED.GOV.PH/](http://www.deped.gov.ph))<http://www.deped.gov.ph/transparency>YOU ARE HERE: [DEPED ORDERS \(HTTP://WWW.DEPED.GOV.PH/ORDERS\)](#) > [JUNE 24, 2003 DO 53, S. 2003 – UPD...](#)

DO 53, S. 2003 – UPDATED GUIDELINES ON GRANT OF VACATION SERVICE CREDITS TO TEACHERS AMENDED BY DO 84, S. 2003 – ADDENDUM TO DEPED ORDER NO. 53, S. 2003 (UPDATED GUIDELINES ON GRANT OF VACATION SERVICE CREDITS TO TEACHERS) DO 5, S. 2004 – ELIGIBILITY OF REMEDIAL INSTRUCTION CLASSES FOR GRANT OF VACATION SERVICE CREDITS

June 24, 2003

DO 53, s. 2003

Updated Guidelines on Grant of Vacation Service Credits to Teachers

To: Regional Directors

Schools Division/City Superintendents

Heads, Elementary and Secondary Schools

All Others Concerned


1. In line with the policy of this Office to periodically review existing rules and regulations with a view to improve the delivery of education services, the various issuances on the grant of vacation service credits to teachers on teachers' leave basis are hereby updated and consolidated as follows:

1. Statement of Policy

The basic policy in the grant of vacation service credit is that it should be given only for work beyond regular functions or beyond regular work hours/days where payment of honorarium or overtime pay is not possible. In addition, there are situations wherein extraordinary work is

demanded from teachers including those which expose their lives to certain risks and for which monetary compensation is not enough. Thus, extra non-monetary compensation is justified.

2. Definition of Terms

1. For purposes of this Order, the term, "teacher" shall refer to teachers who do not have to  report for classes during the Christmas and long summer vacation and still be entitled to their regular compensation.
2. The term, teachers' vacation service credits refers to the leave credits earned for services rendered on activities during summer or Christmas vacation or in the course of the regular school year, as authorized by the proper authority.
3. The term normal teaching load shall refer to six (6) hours of actual classroom teaching a day.

3. Uses of vacation service credits

Vacation service credits are used to offset absences of a teacher due to illness. To offset absences on account of illness, one (1) work day service credit is used to offset one (1) day of absence.

4. Activities Eligible for the Grant of Service Credits


Service credits may be granted for the following activities:

1. services rendered during registration and election days as long as these are mandated duties under existing laws;
2. services rendered during calamity and rehabilitation when schools are used as evacuation centers;
3. services rendered in connection with the conduct of remedial classes during the summer or Christmas vacation or outside of regular school days;
4. services rendered in connection with early opening of the school year;
5. services rendered during school sports competitions held outside of regular school days;
6. services rendered by those who train teachers in addition to their normal teaching loads;
7. teaching overload not compensated by honoraria;
8. teaching in non-formal education classes in addition to teaching in formal education classes carrying a normal teaching load;
9. work done during regular school days if these are in addition to the normal teaching load;
10. conduct of testing activities held outside of school days; and
11. attendance/participation in special DepEd projects and activities which are short-term in duration such as English, Science and Math Mentors' Training, curriculum writing workshop, planning workshop, etc., if such are held during the summer vacation or during weekends.

A premium of 20% may be granted for educational activities (as opposed to non-educational activities such as election duties, calamity assistance) which require specialized expertise.

5. Activities Not Eligible for the Grant of Service Credits

Service credits shall not be granted for the following activities:

1. in-service training programs fully funded by the government;
2. assignment to clerical work, such as checking forms and finishing reports commonly required in connection with the opening and closing of classes; 

- 3. reassignment of teachers to duty in another bureau or office, (detailed in another government office)
- 4. assignment in connection with exhibits at a fair;
- 5. postponement of a regular teacher's vacation; and
- 6. time spent in travelling to and from station to the place where services are rendered.



6. Procedure in the Grant of Service Credits

- 1. The following steps shall be followed in the grant of service credits:
 - a.1 Head of office/school recommends approval of request to render vacation service
 - a.2 Schools Division Superintendent approves/disapproves request
 - a.3 If reason for request is not among those listed above, request should be forwarded to the Regional Director for action if activity is region-wide and to the Central Office through the Regional Director if activity is DepEd-wide. For attendance/participation in DepEd-wide programs and projects, the Central Office shall make the necessary issuances on the grant of vacation service credits.
- 2. b. The following documents/requirements shall be accomplished/submitted after completion of vacation service:
 - b.1 accomplishment report
 - b.2 duly signed DTR/CS Form 48

Other Rules

The following rules shall also apply in the grant or use of service credits:

- 1. One work day of vacation service credit is granted for one day (eight hours) of service;
- 2. The number of days of vacation service credits granted to a teacher shall not exceed 15 work days in one year except in cases authorized by the Secretary upon the recommendation of the Regional Director;
- 3. Vacation service credits shall not be granted for services rendered without previous authority;
- 4. Teachers on detail in offices or assigned to non-teaching jobs are on the vacation-sick leave basis and should not therefore be granted vacation service credits;
- 5. In the monetization of teachers leave credits, unused vacation service credits shall be converted into vacation-sick leave credits. After monetization, the remaining vacation-sick leave credits shall be converted back to vacation service credits;

The formula in the conversion of vacation service credits to the vacation and sick leave credits is as follows:

$Vacation\ and\ Sick\ Leave^* = 30y / 69$

Where 30 = Number of days in a month

Y = Total number of teacher's service credits

69 = 58 days of summer vacation plus

11 days of Christmas vacation

*No. of days derived shall be divided equally into vacation and sick leave credits

The formula in the conversion of vacation and sick leave credits to vacation service credits is as follows:

$VL + SL$



Y = x 69

30

6. The vacation service credits of a teacher who transfers to a non-teaching position may be converted into vacation-sick leave credits and vice-versa; and
 7. Unused vacation service credits of teachers who resigned, retired, or are separated from the service through no fault of their own on or after January 16, 1986 shall be paid the money value of their unused vacation service credits converted to vacation and sick leave credits.
 8. These guidelines shall take effect immediately.
2. Strict compliance with this Order is directed.

Reference:

DECS Order; No. 5, s. 1999

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

POLICY

SERVICE

TEACHERS

[DO_s2003_53](http://www.deped.gov.ph/wp-content/uploads/2003/06/DO_s2003_53.pdf) (http://www.deped.gov.ph/wp-content/uploads/2003/06/DO_s2003_53.pdf)

RECENT DEPED ORDERS

- December 11, 2018 DO 052, s. 2018 – ADDITIONAL PROVISION TO DEPED ORDER NO. 45, S. 2018 (IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION AND MONITORING, AND EVALUATION OF SUPPORT TO OPERATIONS FUNDS TO ALTERNATIVE LEARNING SYSTEM AT THE REGIONAL OFFICES) (<http://www.deped.gov.ph/2018/12/11/december-11-2018-do-052-s-2018-additional-provision-to-deped-order-no-45-s-2018-implementing-guidelines-on-the-allocation-utilization-and-monitoring-and-evaluation-of-support-to-operations/>)
- November 29, 2018 DO 051, s. 2018 – GUIDELINES ON THE FISCAL YEAR 2018 RELEASE AND UTILIZATION OF SCIENCE AND MATHEMATICS EQUIPMENT AND TECHNICAL-VOCATIONAL LIVELIHOOD FUNDS TO THE REGIONAL OFFICES (<http://www.deped.gov.ph/2018/11/29/november-29-2018-do-051-s-2018-guidelines-on-the-fiscal-year-2018-release-and-utilization-of-science-and-mathematics-equipment-and-technical-vocational-livelihood-funds-to-the-regional-offices/>)
- November 29, 2018 DO 050, s. 2018 – SPECIAL PROVISIONS FOR PARTICIPATING SCHOOLS, STUDENTS, AND TEACHERS OF MARAWI CITY IN THE EDUCATION SERVICE CONTRACTING, TEACHER'S SALARY SUBSIDY, AND SENIOR HIGH SCHOOL VOUCHER PROGRAM GUIDELINES FOR SCHOOL YEAR 2018–2019 (<http://www.deped.gov.ph/2018/11/29/november-29-2018-do-050-s-2018-special-provisions-for-participating-schools-students-and-teachers-of-marawi-city-in-the-education-service-contracting-teachers-salary-subsidy-and-seni/>)

(<http://www.deped.gov.ph/category/issuances/deped-orders/>)



RECENT DEPED MEMORANDA

- December 11, 2018 DM 191, s. 2018 – 2019 Metrobank -MTAP-DepEd Math Challenge
(<http://www.deped.gov.ph/2018/12/11/december-11-2018-dm-191-s-2018-2019-metrobank-mt-deped-math-challenge/>)
 - December 11, 2018 DM 190, s. 2018 – Appointment and Assignment of Assistant Secretary Salvador C. Malana III in the Department of Education
(<http://www.deped.gov.ph/2018/12/11/december-11-2018-dm-190-s-2018-appointment-and-assignment-of-assistant-secretary-salvador-c-malana-iii-in-the-department-of-education/>)
 - DECEMBER 10, 2018 DM 189, s. 2018 – SUBMISSION OF REQUESTS FOR FUNDS FOR SURVEY, TITLING OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS TRANSMITTED TO REGISTER OF DEEDS FOR FISCAL YEAR 2019
(<http://www.deped.gov.ph/2018/12/10/december-10-2018-dm-189-s-2018-submission-of-requests-for-funds-for-survey-titling-of-school-sites-and-registration-of-special-patents-transmitted-to-register-of-deeds-for-fiscal-year-2019/>)
- (<http://www.deped.gov.ph/category/issuances/deped-memoranda/>)



(<https://www.foi.gov.ph/>)

