

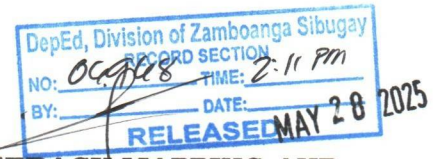


Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

27 May 2025

**DIVISION MEMORANDUM**

No. 240 s. 2025




**DIVISION ALTERNATIVE LEARNING SYSTEM (ALS) LITERACY MAPPING AND ENROLMENT FOR SY 2025-2026**

TO: Chiefs, Functional Divisions  
Public Schools District Supervisors/District-in-Charge  
Central Elementary School Principals  
This Division

1. Pursuant to Memorandum DM-OSEC-OUHROD-OPS-2025-0001 re: Clarificatory Guidelines on DepEd Order No. 0009, s. 2025 or the Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025), all ALS Teachers will conduct literacy mapping, advocacy campaign and enrolment activities within the 2-month vacation.
2. ALS Teachers will be granted Vacation Service Credits (VSC) equivalent to the actual number of days of services rendered during the conduct of activity.
3. Widest dissemination of this memorandum is desired.

**VIRGILIO P. BATAN JR., CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

  
**OLIVER B. TALAOC, EdD**  
SGOD Chief  
In- Charge of Office

Encl.: As Stated

Reference:

To be indicated in the Perpetual Index  
Under the following subjects:  
ALS LITERACY MAPPING ENROLMENT

ZS-DM-CID-2025-05-73  
RTG20250527



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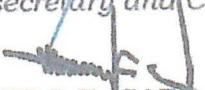
Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

**MEMORANDUM**

**DM-OSEC-OUHROD-OPS-2025-0001**

**TO :** Regional Directors  
Assistant Regional Directors  
Schools Division Superintendents  
Assistant Schools Division Superintendent  
School Heads  
All Others Concerned

**FROM :**   
Atty. **FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff

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

  
**MALCOLM S. GARMA**  
Assistant Secretary  
Officer-in-Charge, Office of the Undersecretary for Operations

**SUBJECT :** Clarificatory Guidelines on DepEd Order No. 009, s. 2025 or the Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)

**DATE :** 14 April 2025

In view of the various interpretations of DepEd Order No. 009, s. 2025 or the Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025), particularly on the 30-day uninterrupted vacation of teachers, the following clarifications are provided to ensure uniform interpretation and implementation:

- a. In terms of scheduling of vacation days, teachers **shall choose their vacation period** either continuously or in a staggered manner from April 16 to June 1, 2025, based on the schedule of summer program/activities issued by the Department. However, weekends and holidays are not excluded from the count if the vacation is staggered.

The 30-day vacation period is counted using calendar days, which **includes weekends and holidays.**



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- b. **Under no circumstances shall the school head assign or determine a teacher's uninterrupted vacation days** nor deny a teacher of his/her chosen vacation period provided it complies with guidelines set forth in the issuance.

The school heads shall document and maintain an official record of the declared uninterrupted vacation days of teachers for reference.

- c. During the declared 30-day vacation period, teachers **shall not be required** to participate in any school-related activities. Attendance at such activities shall be entirely voluntary and within their discretion.

Additionally, school heads must ensure that the scheduling of school-related activities, such as training sessions and seminars, does not interfere with a teacher's designated vacation period.

- d. Teachers who do not submit a letter of intent for uninterrupted vacation will be assumed to follow—and be amenable to—the default school calendar and summer program/activity schedule set by the Department. However, this does not prevent them from enjoying the 30-day uninterrupted vacation period from April 16 to June 1, 2025.
- e. In preparation for the school opening, teachers may be requested to render services within the last two (2) weeks of vacation from June 2 to 16, 2025, subject to the grant of vacation service credits pursuant to existing guidelines.
- f. School heads, including teachers who were designated as Teacher-in-Charge (TIC), who are entitled to vacation and sick leave credits are excluded from the coverage of item no. 31 of DO 9, s. 2024, as amended.
- g. Participation of teachers in any eligible activities under DO 13, s. 2024 during the 60-day school break shall be granted vacation service credits (VSC) equivalent to the actual days of rendered service of teachers.

For reference and guidance.