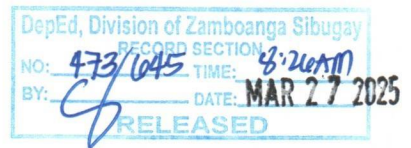




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



26 March 2025

DIVISION MEMORANDUM

No. 154, s. 2025

REVISED GUIDELINES ON THE GRANT OF VACATION SERVICE CREDITS FOR TEACHERS

TO : OIC-Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors/District In-Charge
School Heads (Elementary & Secondary)
Section Heads
All Teachers
All School Administrative Officers
This Division

1. The Division of Zamboanga Sibugay hereby disseminates DepEd Order No. 13, s. 2024 on the Revised Guidelines of Vacation Service Credits for Teachers, all concerned teachers and personnel are directed to observe the following procedures and proper filing and submission of vacation service credits applications.
2. Procedures
 - 2.1 The Division Chief or the School Head through the program focal person shall prepare a written request for the grant of Vacation Service Credits for eligible activities addressed to the Schools Division Superintendent, indicating the eligible activity, number of days and duration of the proposed activity.
 - 2.2 The Schools Division Superintendent shall have the authority to approve requests for the grant of Vacation Service Credits for eligible activities at the school, district and SDO level. The granting of such request shall be indicated in the Memorandum to be issued by the Schools Division Superintendent on the conduct of the activity with the specific number of Vacation Service Credits to be granted to teachers based on the conversion of Vacation Service Credits per hour.
 - 2.3 If the activity subject for Vacation Service Credits is not among those listed under Section V.A.8 mentioned in DO No. 13, s. 2024, the request should be forwarded and approved by the Regional Director if the said activity is to be conducted region wide.

For DepEd-wide activities, the proponent office shall ensure the inclusion of specific provisions on the grant of Vacation Service Credits, subject to the approval of the Undersecretary for Human Resource and Operational Development.

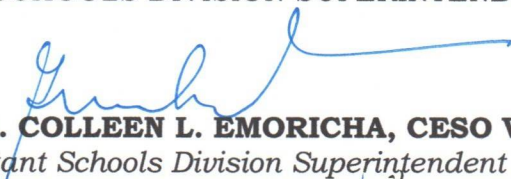


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3. The following documents/requirements shall be accomplished and submitted by the School Head after completion of activity/ies conducted:
 - 3.1 Duly signed Daily Time Record (DTR/CS Form 48 (biometric) if on campus activities
 - 3.2 Accomplishment Report certified correct by the School Head.
 - 3.3 Mode of Verification such as certificate of attendance/completion, or other official attendance monitoring mechanisms that are recorded and verifiable and
 - 3.4 Memorandum or letter of authority from the Schools Division Superintendent.
4. The School Administrative Officer shall review and consolidate all documents and be certified correct by the School Head and forward application to the Division Office **within one (1) month** after the completion of activity for the approval of the Schools Division Superintendent. Piecemeal submission is highly discouraged.
5. Attached is a template of the summary list of teachers availing the vacation service credits (Enclosure 1) for the use of the School Administrative Officer subject for the verification of the Record Officer and approval of the Schools Division Superintendent.
6. All concerned personnel are expected to adhere strictly to these guidelines to avoid delays or non-approval of vacation service credits applications.
7. Immediate dissemination of this Memorandum is desired.

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

FOR THE SCHOOLS DIVISION SUPERINTENDENT


DR. MA. COLLEEN L. EMORICHA, CESO VI
Assistant Schools Division Superintendent
In-Charge of Office

Encl: As stated






Reference: Omnibus Rules on Leave & DepEd Order 13, s. 2024

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

AUTHORITY	
BENEFITS	
EMPLOYEES	LEAVE
OFFICES	SERVICE CREDITS
TEACHERS	

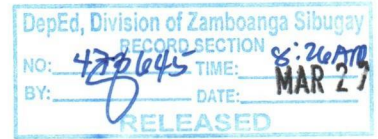
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 DepEd Tayo Zamboanga Sibugay Division



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Enclosure to Division Memorandum No. 154, s. 2025

SPECIAL ORDER FOR VACATION SERVICE CREDITS

Date: _____

SPECIAL ORDER

SS No. _____ s. _____ (do not assign number here) Division Office Only

The following teacher/s of (Name of School) is hereby granted vacation service credits for services rendered during (Title of Activity) from _____ to _____.

No	Name	Position	Inclusive Dates	No. of Hours Served	No. of VSC Granted
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Certified Correct: _____
 (School Head)

Approved:

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



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