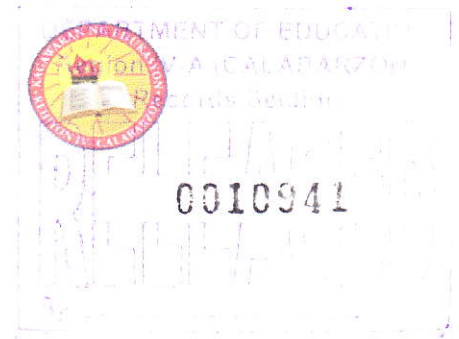




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A (CALABARZON)**  
Karangalan Village, Gate 2  
Cainta, Rizal



REGIONAL MEMORANDUM  
NO. 13 S. 2014

### **GUIDELINES ON GRANT OF VACATION SERVICE CREDITS TO TEACHERS**

TO: SCHOOLS DIVISION SUPERINTENDENTS  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS OF ELEMENTARY AND SECONDARY SCHOOLS  
ALL OTHERS CONCERNED


1. This is to reiterate DepEd Order No. 53, s. 2003 relative to the policy on the grant of vacation service credits to teachers on teacher's leave basis. Service credits shall 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 situations where extraordinary work is demanded from teachers including those which expose their lives to certain risks and for which monetary compensation is not enough, extra non-monetary compensation is justified.
2. The term, teacher's vacation service credits refer 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. Special attention is invited to paragraph 1.d of said Order which enumerates the activities eligible for the grant of service credits, as follows:
  - "a. *services rendered during registration and election days as long as these are mandated duties under existing laws;*
  - "b. *services rendered during calamity and rehabilitation when schools are used as evacuation centers;*
  - "c. *services rendered in connection with the conduct of remedial classes during the summer or Christmas vacation or outside of regular school days;*
  - "d. *services rendered in connection with early opening of the school year;*
  - "e. *services rendered during school sports competitions held outside of regular school days;*

- "f. *services rendered by those who train teachers in addition to their normal teaching loads;*
- "g. *teaching overload not compensated by honoraria;*
- "h. *teaching in non-formal education classes in addition to teaching in formal education classes carrying a normal teaching load;*
- "i. *work done during regular school days if these are in addition to the normal teaching load;*
- "j. *conduct of testing activities held outside of school days; and*
- "k. *attendance/participation in special DepEd projects and activities which are short-term in duration such as English, Science and Math Mentor's Training, curriculum writing workshop, planning workshop, etc., if such are held during the summer vacation or during weekends."*

4. In the grant of service credits the following rules shall apply pursuant to paragraph g of the aforementioned order, to wit:

- a. *One work day vacation service credit is granted for one day (eight hours) of service;*
- b. *The number of days of vacation service credits granted to a teacher shall not exceed 15 working days in one year except in cases authorized by the Secretary upon the recommendation of the Regional Director; and*
- c. *Vacation service credits shall not be granted for services rendered **without previous authority.***

5. Strict compliance is hereby directed.

  
DIOSDADO M. SAN ANTONIO  
Director IV

Received: Joseph  
9/11/14  
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