

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Personnel-RM-2024-117


20 February 2024

Regional Memorandum
No. 117, s. 2024

**DATA ON GRANTED VACATION SERVICE CREDITS (VSC)
AND COMPENSATORY TIME-OFF (CTO) FOR FISCAL
YEAR (FY) 2023**

To **Schools Division Superintendents**
All Others Concerned

1. Enclosed is a copy of Memorandum DM-OUHROD-2024-0258 dated February 19, 2024 signed by **DIR. WILFREDO E. CABRAL**, Regional Director, Officer-In-Charge, Office of the Undersecretary, Human Resource and Organizational Development, DepEd Central Office, entitled "DATA ON GRANTED VACATION SERVICE CREDITS (VSC) AND COMPANSATORY TIME-OFF (CTO) FOR FISCAL YEAR (FY) 2023", which is self-explanatory.
2. As per 4th paragraph of the above mentioned Memorandum, the data shall be used as basis for the budget proposal on Overtime Pay.
3. In view thereof, this Office through the Administrative Services Division-Personnel Section request the submission of data on the granted **Vacation Service Credits (VSC) for Teaching Personnel** and **Compensatory Time-Off (CTO) for School-based Non-Teaching Personnel for Fiscal Year (FY) 2023** through this link: <https://bitly.ws/3dDDa> on or before March 13, 2024.
4. Immediate dissemination of and compliance with this memorandum is desired.

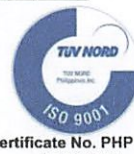

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Incl.: As stated

08C/ROA/P1



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Republika ng Pilipinas
Department of Education

**OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM
DM-OUHROD-2024-0258**

**TO : REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

FROM : WILFREDO E. CABRAL
*Regional Director
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development*

**SUBJECT : DATA ON GRANTED VACATION SERVICE CREDITS (VSC) AND
COMPENSATORY TIME-OFF (CTO) FOR FISCAL YEAR (FY)
2023**

DATE : 19 February 2024

Pursuant to Section 13 of Republic Act (RA) No. 4670 or the *Magna Carta for Public School Teachers* provides that the actual classroom teaching hours of teachers shall not be more than six (6) hours a day except in exigency of service where teachers may render more than six (6) hours but not exceeding eight (8) hours of actual classroom teaching a day upon payment of additional compensation at the same rate as his regular remuneration plus at least twenty-five percent of his basic pay.

In addition, Section 14 of the said RA states that any other activities outside the normal teaching duties of teachers, and any work performed in excess of eight hours a day rendered by other teachers or school officials not engaged in actual classroom instruction, shall be paid an additional compensation of at least twenty-five percent of their regular remuneration.

In view of the above and in fulfillment of the Department's MATATAG agenda to give support to teachers to teach better by providing appropriate compensation and benefits for work performed beyond the prescribed workload or working hours, the Bureau of Human Resource and Organizational Development - Personnel Division (BHROD-PD) is currently reviewing and developing the guidelines on overtime pay for teaching personnel.

In relation to this, may we request for the **consolidated data on the granted Vacation Service Credits (VSC) for Teaching Personnel and Compensatory Time-Off for School-based Non-Teaching Personnel for Fiscal Year (FY) 2023** to be used as basis for the budget proposal on Overtime Pay using the following format:

OFFICE	VSC (Teaching Personnel)	CTO (School-based Non-Teaching Personnel)
REGION		
SDO 1		
SDO 2		
SDO 3		
Total		

The consolidated data shall be submitted by the Regional Office to the BHROD-PD email: bhrod.pd@deped.gov.ph **on or before 15 March 2024.**

For any questions and clarifications in connection thereto, you may contact Ms. Reina Comabras of BHROD-PD, through telephone number (02) 8633-9345/8633-6546 or email at reina.comabras@deped.gov.ph.

For dissemination and appropriate action.

[BHROD-PD/ Comabras]