



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




04 November 2024

Regional Memorandum

**REQUEST FOR PARTICIPATION IN THE CONDUCT OF
ONLINE ORIENTATION FOR DEPED ORDER NO. 013,
S. 2024 AND DEPED ORDER NO. 053, S. 2024**

To **Schools Division Superintendents
All Others Concerned**

1. In reference to DM-OUHROD-2024-2061¹, this Office, through the Field Technical Assistance Division, requests participation in the Conduct of Online Orientation for DepEd Order No. 13, s. 2024 and DepEd Order No. 053, s. 2024 to be held on November 6, 2024, from 9:00 AM to 12:00 noon and 1:30 PM to 4:30 PM.
2. This activity aims to discuss the salient features of DO 013, s. 2024 and DM 053, s. 2024 vis-à-vis DO 005, s. 2024, and to clarify common concerns and solicit feedback.
3. The participants in this activity from the Regional Office are one (1) FTAD Representative, one (1) Regional HRMO, one (1) Representative in-charge in the processing of the PVP and VSC, and from the Schools Division Office the Assistant Schools Division Superintendent (ASDS), SGOD and CID Chiefs, and HRMO. To confirm participants' attendance, kindly access the link <https://bit.ly/DO13andDM53Registration>. They are also expected to follow the indicative program attached in Annexes A and B.
4. For any queries, please contact BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397, and Michael Girard R. Alba at 0991-3842-394 or via email at michael.alba@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

04/ROF2

¹ Online Orientation for DepEd Order No. 013, s.2024, Revised Guidelines on the Grant of Vacation Service Credits for Teachers and DepEd memorandum No. 053, s. 2024, Implementation Guidelines for DepEd Order No. 005, s. 2024, Rationalization of Teachers' Workload in Public schools and Payment of Teaching Overload



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ADVISORY
October 30, 2024

This has reference to **DM-OUHROD-2024-2061** titled **Online Orientation for DepEd Order No. 013, s. 2024, Revised Guidelines on the Grant of Vacation Service Credits for Teachers, and DepEd Memorandum No. 053, s. 2024, Implementation Guidelines for DepEd Order No. 005, s. 2024.**

Due to the activity's postponement in view of the inclement weather brought by **Severe Tropical Storm Kristine**, please be informed of the **adjusted schedule**:

Cluster	Date	AM Session	PM Session	Link
Luzon Cluster A*	November 06, 2024	9:00 AM-12:00 NN	1:30 PM-4:30 PM	https://bit.ly/DO13andDM53Orientation
Luzon Cluster B*	November 07, 2024	9:00 AM-12:00 NN	1:30 PM-4:30 PM	
Mindanao Cluster	November 08, 2024	9:00 AM-12:00 NN	1:30 PM-4:30 PM	

*Cluster A – Region III, Region V, CAR, and NCR


*Cluster B – Region I, Region II, Region IV-A, and Region IV-B

For those who have not registered yet, kindly complete the registration form through this link: **bit.ly/DO13andDM53Registration**.

For further concerns and clarifications, please coordinate with the BHROD-SED via email at **bhrod.sed@deped.gov.ph** or through landline number: **(02) 8633-5397**.

For your information and guidance.

Thank you.


WILFREDO E. CABRAL
Undersecretary

Human Resource and Organizational Development

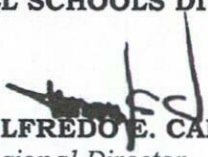


Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-2061

FOR : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENTS

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

SUBJECT : **ONLINE ORIENTATION FOR DEPED ORDER NO. 013, S. 2024,**
REVISED GUIDELINES ON THE GRANT OF VACATION SERVICE
CREDITS FOR TEACHERS AND DEPED MEMORANDUM NO.
053, S. 2024, IMPLEMENTATION GUIDELINES FOR DEPED
ORDER NO. 005, S. 2024, RATIONALIZATION OF TEACHERS'
WORKLOAD IN PUBLIC SCHOOLS AND PAYMENT OF
TEACHING OVERLOAD

DATE : October 10, 2024

The Department of Education (DepEd) aims to promote and uphold the welfare of public school teachers by ensuring that their workload is fair and equitably distributed and adheres with the provision of Republic Act (RA) No. 4670 and that they receive the appropriate compensation for the services they render.

The Department has issued **DO 013, s. 2024**, *Revised Guidelines on the Grant of Vacation Service Credits for Teachers*, which provides clear guidelines on the eligible and ineligible activities for grant of vacation service credits, processing procedures, prescription period, among others, to ensure uniform implementation by all governance levels.

Furthermore, the Department released **DepEd Memorandum (DM) No. 053, s. 2024**, or the *Implementation Guidelines for DO 005, s. 2024*, which shall provide directions and further details on how DO 005, s. 2024 should be implemented, together with the tools and required processes, especially on the payment for teaching overload.

In this regard, **a series of online orientations** shall be conducted by the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) and Personnel Division (BHROD-PD). The details of the orientation are as follows:



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8633-7206
Email Address: usec.hrod@deped.gov.ph
Website: <https://www.deped.gov.ph>

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A. Objectives

1. To discuss salient features of DO 013, s. 2024 and DM 053, s. 2024 vis-à-vis DO 005, s. 2024; and
2. To clarify common concerns and solicit feedback.

The **indicative program** is attached as **Annexes A and B**.

B. Invited Participants

Governance Level	Orientation on DM 53, s. 2024 (AM SESSION)	Orientation on DO 13, s. 2024 (PM SESSION)
Regional Office	<ul style="list-style-type: none">• One (1) FTAD Representative• One (1) Regional HRMO	<ul style="list-style-type: none">• One (1) Regional HRMO• One (1) Representative in-charge in the processing of PVP and VSC
Schools Division Office	<ul style="list-style-type: none">• Assistant Schools Division Superintendent (ASDS)• Chief, CID• Chief, SGOD• HRMO	<ul style="list-style-type: none">• One (1) HRMO• One (1) Representative in-charge in the processing of PVP and VSC

Kindly confirm your attendance at <https://bit.ly/DO13andDM53Registration> on or before October 18, 2024.

C. Administrative Details

Cluster	Date	AM Session	PM Session	Link
Visayas Cluster	October 22, 2024	9:00 AM-12:00 NN	1:30 PM-4:30 PM	https://bit.ly/DO13andDM53Orientation
Luzon Cluster A*	October 23, 2024	9:00 AM-12:00 NN	1:30 PM-4:30 PM	
Luzon Cluster B*	October 24, 2024	9:00 AM-12:00 NN	1:30 PM-4:30 PM	
Mindanao Cluster	October 25, 2024	9:00 AM-12:00 NN	1:30 PM-4:30 PM	

*Cluster A – Region III, Region V, CAR, and NCR

*Cluster B – Region I, Region II, Region IV-A, and Region IV-B

Should there be concerns or questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397.

For dissemination and appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8633-7206
Email Address: usec.hrod@deped.gov.ph
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Annex A: Indicative Program of Activities (DM 053, s. 2024)

INDICATIVE PROGRAM OF ACTIVITIES

Online Orientation on DM 53, s. 2024, Implementation Guidelines for DepEd Order No. 005, s. 2024, Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload

October 22-25, 2024 | Online via MS Teams

Time	Activity	Resource Person/s
9:00 AM-9:15 AM	<ul style="list-style-type: none">PrayerObjectives of the OrientationProgram FlowOnline Meeting House Norms	BHROD-SED
9:15 AM-9:25 AM	Opening Remarks	Usec Wilfredo E. Cabral
9:25 AM-9:45 AM	Session 1 <ul style="list-style-type: none">DO 5, s. 2024 Review of Salient Features	Mr. Dexter N. Pante Chief, BHROD-SED OIC, Office of the Director III, BHROD
9:45 AM-10:30 AM	Session 2: <ul style="list-style-type: none">Detailed guidelines on the distribution of teaching loadParameters for performing teacher ancillary tasks outside school premisesProcedures on the designation of teaching-related assignments to teachers	BHROD-SED
10:30 AM-10:45 AM	Open Forum	BHROD-SED
10:45 AM-11:30 AM	Session 3: <ul style="list-style-type: none">Process Flow for the Payment of Teaching OverloadProcess Flow for the Grant of Vacation Service Credits (VSC) for Teaching-Related Assignments and select Teacher Ancillary Tasks	BHROD-SED
11:30 AM-11:45 AM	Open Forum	BHROD-SED
11:45 AM-11:55 AM	Presentation of SDO Implementation Team	Ms. Marian M. Efondo PDO IV, BHROD-SED
11:55 AM – 12:00 NN	Reminders	BHROD-SED

Annex B: Indicative Program of Activities (DO 013, s. 2024)

INDICATIVE PROGRAM OF ACTIVITIES

**Online Orientation on DO 013, s. 2024, Revised Guidelines on the Grant of
Vacation Service Credits for Teachers**

October 22-25, 2024 | Online via MS Teams

Time	Activity	Resource Person/s
1:30 PM-1:45 PM	Session 1: <ul style="list-style-type: none">• DO 13, s. 2024 Review of Salient Features	Mr. Albert Jerome C. Andres Chief, BHROD-PD
1:45 PM-2:30 PM	Session 2: <ul style="list-style-type: none">• General Policies on Vacation Service Credits (VSC)• Eligible & Non-eligible Activities• Proportional Vacation Pay	BHROD-PD
2:30 PM-2:45 PM	Open Forum	BHROD-PD
2:45 PM-3:30 PM	Session 3: <ul style="list-style-type: none">• Requirements and Procedures on the Grant of VSC• Use and Availment of VSC• Conversion of VSC	BHROD-PD
3:30 PM-4:00 PM	Open Forum	BHROD-PD
4:00 PM-4:30 PM	Closing Remarks	Mr. Mario M. Bermudez Director III OIC, Office of the Director IV, BHROD